



# YOUR TOMMY TEA

Your guide to a successful event

# A GUIDE TO SUCCESS!

*Thank you* for holding a Tommy Tea to raise money for specialist accommodation and support into employment, for the UK's most vulnerable veterans. We are delighted to have your support.



Betty Underhill OBE

We are proud to be launching the Tommy Tea in memory of Betty Underhill OBE. Betty Underhill was a leader and an inspiration to so many. Betty's father was in the military and after he passed Betty and her mother relied on charitable support. As a result, Betty dedicated herself to the cause of helping veterans and their families at times when they were most in need. Your support is honouring Betty's dedication.

We want to make planning your Tommy Tea as simple as possible; below you will see some of our top tips to make your Tommy Tea truly terrific!

## FIRST THINGS FIRST: WHO ARE YOUR GUESTS?

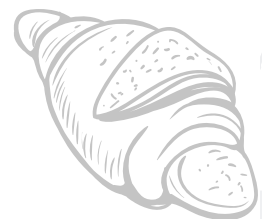
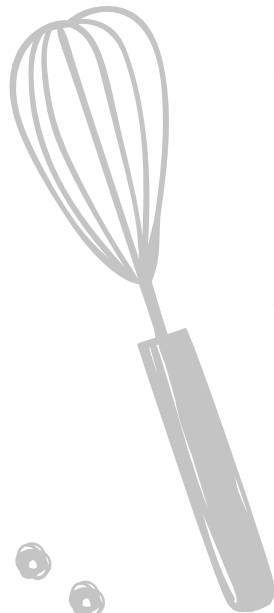
Before choosing a venue, it would be a good idea to decide how big or how small you would like your Tommy Tea to be. It could be a small gathering of your friends or neighbours to your garden or invite the whole community to the Village Hall. Host it your way!

## WHEN AND WHERE?

We are asking our supporters if they will host their Tommy Tea between the 2nd–16th September. Which date or day of the week which would work best for your guests? Once you have decided this, check your venue is available and maybe even send a Save the Date to your guests.

## WHO'S BAKING AND WHO'S BUYING?

Will you be asking your guests to bake their favourite cake to donate to the Tommy Tea, or will you be doing all the baking (or buying!)? Either way, plan this in advance so there is plenty of time to get the tea party goodies organised.





## RAISING THE DOUGH (!)

Will you be putting a price on all of the goodies at your tea party, or will you be asking for a donation of their choice? Perhaps you would prefer to ask your guests to pay a set amount to attend the Tommy Tea in exchange for as much as they can eat! Which would generate the most from your guests?

As much as tea parties are very much about the food, there are lots of ways to raise additional funds while giving your guests a lovely time. Perhaps you would like to:

- Organise a raffle: 2 -4 prizes is plenty. Would your local shop donate some wine or chocolates, or perhaps a local shop, restaurant or garden centre would be kind enough to donate a prize. Businesses are usually very supportive of their local community.
- Arrange a Tommy Taster – ask if your guests would like to enter their cake to the Tommy Taster competition for a set donation. Then, charge a small donation for guests who would like to try the cakes. Guests vote for their favourite and the winner gets the glory of being the Tommy Taster winner!
- Raise a toast – you can charge guests a little extra for a glass of bubbly and raise a toast to Betty Underhill OBE
- You may want to introduce a book or craft sale to add a little extra to your Tommy Tea. Make it your own!

## INTRODUCING YOUR GUESTS TO TOMMY

We know how loved Tommy is and how much the public has taken him into their hearts. If your guests would like to purchase their very own Tommy for their window, we would be thrilled. Products start at £4.95 for Tommy window stickers. Details of how your guests can do this are in the pack.

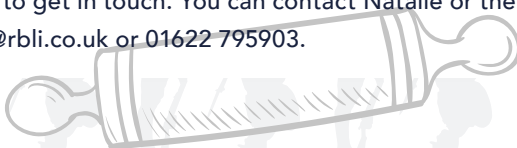
## HOW TO GET THE FUNDS RAISED TO RBLI, SO IT CAN START CHANGING LIVES

There are lots of ways you can send the funds raised directly to RBLI. **Please be sure to include your name and reference to Tommy Tea.**

- Cheque: cheques should be made payable to RBLI and sent to RBLI, Hall Road, Aylesford, Kent, ME20 7NL
- Direct into the our bank with a bank transfer to: Barclays Bank Plc, 13 Fremlin Walk, Maidstone, ME14 1QP, Sort Code: 20-54-11 Account Number: 20914436 Reference: Your Surname followed by TommyTea
- Visit [rbli.co.uk/rblidonation](http://rbli.co.uk/rblidonation)

## WHO DO I TALK TO IF I HAVE ANY QUESTIONS?

If you need to talk to us, you have any questions or you need some help please do not hesitate to get in touch. You can contact Natalie or the Tommy Tea Team on [fundraising@rbli.co.uk](mailto:fundraising@rbli.co.uk) or 01622 795903.





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REGULATOR**

Royal British Legion Industries (RBLI) Charity No. 210063. RBLI, Hall Road, Aylesford, ME20 7NL, Kent

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