

Your afternoon tea checklist

BEFORE YOUR TEA

- ☐ Sign up for your fantastic fundraising pack
- ☐ Create a JustGiving page **justgiving.com/campaign/TommyTea**
- ☐ Decide on your date, you can host your Tommy Tea all year round, choose the date to suit your family and friends
- ☐ Fill out your invitations and send them out, or if you prefer send a text, email or make a WhatsApp group
- ☐ Download any extra materials you need for free by visiting **rbli.co.uk/rbli-events/tommy-tea-downloads**
- ☐ Want some ideas and support from other Tommy Tea hosts? Join our Facebook community! **facebook.com/groups.rbliTommytea**



ON THE DAY

- ☐ Don't forget to take lots of photos on the day so you have those special memories to look back on. You can tag us in your photos using **#RBLITommyTea**
- ☐ If you are collecting cash on the day, don't forget to put out your Gift Aid forms for your guests to fill in, we will then be able to claim an extra 25% on top of their donations
- ☐ Enjoy yourselves!



AFTER YOUR EVENT

- ☐ Share your photos on the Tommy Tea Facebook group and with us at **fundraising@rbli.co.uk**
- ☐ Pay in your funds at **rbli.co.uk/make-a-donation**
If you have set up a JustGiving page, the money will come direct to us, just let us know when you have finished collecting your donations
- ☐ Print off and award your Tommy Tea certificates for the best bakers **rbli.co.uk/rbli-events/tommy-tea-downloads**
- ☐ Sit back, relax and feel amazing!

