

Coffee and Cake Checklist

Planning your event

-  Register your interest on the MASH website
-  Decide when, where and what time you will be hosting your event
-  Recruit your friends to help you bake or maybe pop to the shops for some of your favourite cakes

What to do on the day

-  Decorate your venue
-  Put your cakes on display, with covers to keep them fresh
-  Get your games ready - you can use our examples on our website
-  Place your collection tin in a place that can be seen by your visitors. Don't be scared to ask for donations
-  Welcome your guests and thank them for any cakes or bakes they bring.
-  Share your asthma stories if you have any with your friends and guests
-  Enjoy cake together
-  Thank everyone for coming

After your event

-  Let your guests take home any left over treats
-  Tidy up any decorations to save for another event
-  Pay your donations into MASH - you can donate by cheque, cash or online via our website
-  Print off your Thank You poster and let everyone who attended how much you raised

Thank you for hosting a Cake and Coffee Morning for
Medway Asthma Self Help



Registered Charity
Number 1196597

