


TEA 4 TEES

PRE-EVENT CHECKLIST

- Set a date, time and secure your venue
- Start planning your menu - will you arrange it all or ask guests to bring a plate
- Send out invitations to your guests. Decide if you would like to charge an entry fee for your event
- Source any raffle, auction items or lucky door prizes
- Download event decorations, games, speech notes and videos in preparation.
- Purchase or make your Tea4Tees food, drinks, napkins, raffle tickets and any other supplies
- Consider dietary restrictions and preferences - also consider asking attendees to bring a plate
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Have a *MIGH-TEA* fun time preparing!



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ON THE DAY CHECKLIST

- Set up decorations, tables/chairs & test your video
- Arrange your tea cups, food, plates, napkins
- Set up your games, raffles or auctions where your guests will easily see
- Welcome your guests as they arrive. Don't forget to take any entry fees
- Share your reason for hosting with your guests using the suggested speech notes and video
- Ask a few guests to help with the raffles, games, auctions, cake judging or other games
- Enjoy - don't forget to take time out and enjoy a Tea and some morning tea
- Say thank you and share with your guests how much has been raised & donated before you start pack up

**Your support will help
bring *strength through
imagination***



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POST EVENT CHECKLIST

Send thank you notes or emails to supporters

Seek feedback from guests

Ensure any donation pledges are fulfilled

Share photos and deposit funds to Supertee

Save the date to host again next year!

Together, we will shape the experience of the sickest kids in hospital. Thank you
