

# SPILL the Tea



## Planning your Spill the Tea

- First things first, set a date, location and time for your event.
- Set up an [iDonate](#) page for your Spill the Tea. This way you can set a fundraising target for the day and check your progress as donations come in. Check your email to set up your event details on your page.
- Make sure you have friends or colleagues to help you on the day with set-up and decorating your space.



## Promoting the big day

- Personalise the posters provided to you as part of the Spill the Tea pack and display them to let everyone know when the event is happening.
- Don't forget to share the event on social media and include the link to the iDonate page so you can get your fundraising off to a great start.
- Get in touch with the fundraising team at Belong To for any support you will need on the day.
- Make your venue look fabulous! Use the balloons, bunting and decorations provided in this pack to glam up your room.
- Set out your Belong To resources so that anyone who is interested in finding out more about our services, or is looking for support can have a look.
- If you are having a bake sale, make sure to have someone to help with serving your customers.
- If you are having a bake off competition, then make sure to select a judge to determine a winner. Don't forget to use the baking name cards, placing them in front of each entrant's bake and have your judge use our baking scorecards to keep the judging fair. People can be very competitive!
- Share the Belong To thank you video either during or after your event to show our appreciation to you and everyone involved!



## After your event

- Proudly display your 'Thank You' poster with the total amount you have raised to celebrate what you've achieved.
- Share photos and videos of your Spill the Tea event online to help spread the message about Belong To's life-saving work.