



Your Time for a Cuppa checklist

Stick me to your fridge to make sure you're ready for the big day!

Before the event

- Set a date, decide where you'll host and spread the word
- Set up a JustGiving page for online donations so anyone who can't make it can still support you
- Join our Facebook Group and chat to your fellow hosts
- Choose your bakes (or fakes... we won't tell!)
- Download extra printable fundraising materials, bunting and games
- Make sure you've got enough mugs, plates and cutlery for your guests

On the day

- Display your collection box and games if you're using them
- Make sure your bakes are the centre of attention
- Tell your guests why you're making Time for a Cuppa
- Have fun! Chat, savour sweet treats and enjoy spending time with your family, friends or colleagues

After your event

- Send in your donations
- Pop your Gift Aid form in the post
- Share your photos on social media with the #TimeforaCuppa hashtag and thank everyone who donated



If you have any questions, please call our Time for a Cuppa Team on **0300 365 5500**, email timeforacuppa@dementiauk.org, or visit our FAQs page at dementiauk.org/tfac-faqs



Dementia UK is a registered charity in England and Wales (1039404) and Scotland (SC 047429).



DementiaUK
Helping families face dementia