



# 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



Registered with  
**FUNDRAISING  
REGULATOR**

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

If you have any questions, please call our Time for a Cuppa Team on 020 8036 5380, email [timeforacuppa@dementiauk.org](mailto:timeforacuppa@dementiauk.org), or visit our [FAQs page at dementiauk.org/tfac-faqs](https://www.dementiauk.org/tfac-faqs)

