

Your Tea @ 3 for Oakhaven Hospice

Hosting a Tea @ 3 is easy and fun, plus you'll be helping Oakhaven Hospice support people and their families with life limiting illnesses.

We've put together this step-by-step guide to help you plan your Tea @ 3

Before the day – a few simple arrangements

1. Decide who you wish to invite and how much money you'd like to raise. Your event can be as big or small as you like – just a few friends or organise a Tea @ 3 for your office ...
2. Choose a venue – at home, school, office or community hall
3. Set a time and date (doesn't have to be 3pm!)
4. Plan what you are going to serve on the day – not necessarily tea total! – see below for ideas to raise funds.
5. Invite your guests. There are some personalised downloadable invitations and poster on our website. You might prefer to email guests. Let everyone know what the event is for, so they know what to expect on the day.

On the day – have fun!

Ask friends to help you set up on the day and collect donations from your guests & record their Gift Aid

Afterwards – celebrate your success & send in your money to

Fundraising, Oakhaven Hospice, Lower Pennington Lane, Lyminster, Hampshire SO41 8ZZ

Raise more from your Tea @ 3

If you want to raise even more money, here are a few simple fundraising ideas:

- Bake a cake, brownies or fairy cakes for guests to take home for a donation
- Hold a raffle or auction. Ask guests to donate a prize or for larger Tea @ 3's, ask local businesses to help with prizes.
- Set some rules like 'no biscuit dunking' and make guests pay a fine if they break them!
- Hold a quiz or game with donations for each entry

Gift Aid

Gift Aid will make your guest's donations worth even more to Oakhaven Hospice Trust at no extra cost to them. This is because for every £1 they donate Oakhaven can receive up to 25p from the government. So if someone donates £2 for example Oakhaven will receive £2.50!

To claim Gift Aid, we need your guests to complete the Gift Aid form. Leave the sheet out during your event and encourage everyone to complete it. After your event, please complete your details on the sheet and return it to us with your donation.

If you raised just

- £25 it would buy a uniform for a nurse
- £50 would pay for a counselling session
- £100 would run 3 of our patient vehicles for 10 days
- £200 funds one patient's care at home for two days





Tea @ 3

supporting Oakhaven Hospice

Date

Time

Venue

From

RSVP

registered charity no 900215



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Tea @ 3

in aid of Oakhaven Hospice

Join The New Forest's BIGGEST Tea Party!

Date: Time:

Place:

Get together with friends, have fun & raise vital funds for the hospice



Registered Charity No 900215 / A Fundraising Design