



# PUT THE KETTLE ON!

## Your guide to hosting a fun & smooth Coffee Morning

Thank you for partnering  
with **Engage With Age!**

*Here are some top tips to  
make your fundraiser a  
brewing success. Every  
pound you raise helps us  
challenge isolation and  
support older people  
across Belfast to live  
happier, healthier and  
more connected lives.*



# 1

## PLAN

- **Pick a date & venue:** Host at your workplace, a community centre or even your living room! Recruit friends to help.
- **Add a fun twist:** Include a prize for best baked treats or a raffle to keep energy high.
- **Email** [fundraising@engagewithage.org.uk](mailto:fundraising@engagewithage.org.uk) & let us know. We can provide merchandise & donation boxes.

# 2

## RAISE FUNDS

- **Set up a JustGiving page:** Share your story and track progress.
- **Set a target:** Add a fundraising target and personal photos to boost your donations.
- **Leverage corporate matching:** Ask your employer if they will match the funds you raise.

# 3

## SPREAD THE WORD

- **Go digital:** Promote your event with the JustGiving link across email, WhatsApp groups and social media.
- **Distribute flyers:** Put posters up in workplace or around your community (templates [here](#)). Include QR code to donation page - our team can assist if needed.
- **Keep it vocal:** Invite colleagues, family and friends. Ask them to invite their family and friends (if possible).

# 4

## ON THE DAY

- **Decorate** - make your Coffee Morning look the part.
- **Ask for donations:** Place donation box or bucket in a prominent place.
- **Have online donation options:** Put up posters with QR codes to donation page. Add QR code to phone wallet and let guests scan your phone to donate instantly.
- **Share our impact:** Print copies of [Engage With Age Information Booklets](#) to show how donations help.
- **Welcome & thank** guests for coming.
- **Enjoy a cuppa & a good yarn!**
- **Let people know** how you've done after.

# 5

## SEND DONATIONS

- **Online:** Email [fundraising@engagewithage.org.uk](mailto:fundraising@engagewithage.org.uk) for bank transfer details or pay through our Justgiving account at [checkout.justgiving.com/10ygygz8wq](https://checkout.justgiving.com/10ygygz8wq)
- **Pay by post:** Submit cash donations securely by posting a cheque or postal order to **Engage with Age, East Belfast Network Centre, 55 Templemore Avenue, Belfast, BT5 4FP** or call **028 9073 5696**.