



Organising a Coffee Morning

Coffee mornings are a great fundraiser. Large or small, they are the perfect activity for conversing, mingling and raising money for a charitable cause.

Finding a venue for your coffee morning

Fundraising coffee mornings are commonly held at homes or in the workplace. These places offer a cosy setting, along with easy accessibility for those attending. Homes and most offices also have kitchens which are perfect for coffee preparation and seating areas for your guests.

Planning your fundraising coffee morning

Once you've chosen your coffee morning venue, you can begin planning the actual event. Choose a date that is far enough in the future so you can make adequate plans; this will also ensure that more people are able to plan ahead and attend.

Additional coffee morning fundraising opportunities

Coffee mornings can be very basic set-ups, or you can choose to optimise the event for additional fundraising. Initially, all you need is a facility to make and serve coffee, and a collection box for donations.

You should plan in advance whether you're going to sell coffee for a fixed price or accept any donation as a goodwill gesture.

Why not encourage friends or colleagues to bake a cake or some biscuits to sell at the coffee morning. You can find some delicious recipes in this fundraising pack!

Publicising your fundraising coffee morning

How, and to what extent, you advertise your fundraising coffee morning depends primarily on your choice of venue. For a smaller gathering, like in a home or small office, you can simply invite people by word of mouth or by sending invitations. However, you should ask people to RSVP for a home or office coffee morning, so you don't under-prepare for the number of guests who will attend. You will find a Special Olympics Ireland poster in the fundraising pack which will help you to publicise the event.

The day of your coffee morning has arrived

Arrive at the venue early to set up chairs and start making coffee. You want everything to be ready for the arrival of your first guests, and it's inevitable that some people will arrive ahead of schedule!

It's a good idea to have someone positioned near the doors to encourage donations. Remember, you will need to set your own policy about minimum donation amounts; however, most people who come to a coffee morning understand the process and are happy to contribute without prompting.

Once your event is in full swing, you're well on your way to fundraising success. All that's left to do is mingle, keep the coffee pot brewing and remind people about Special Olympics Ireland.