

Red Cross Fundraising Games Morning or Afternoon Tea

Establish the purpose of your event

Donate to a Red Cross project of your choice.

Planning

Set a date in advance so that you have time to get organised – 3 to 6 months ahead.

Event description

Visitors are invited to a venue, to bring along their friends and their games of preference. e.g. Card games such as Bridge, Mah-jong, Scrabble etc. Morning tea and some entertainment is also provided.

Date and time

10am to 12 Noon (or 2pm to 4pm) approx.
Weekday. Monday is often good. This is a good event for a Winter Fundraiser.

Location of event

A venue with a large reception space, commercial kitchen, furniture and amenities to cater for the number of guests. e.g. A local sports club or community hall.

Insurance cover

Check that Red Cross cover all aspects of your fundraising event. Prepare a Risk Assessment plan.

Visitor numbers

Establish how many you can cater for given the venue's Covid safety restrictions.

Identify your audience

e.g. Residents from your regional community nearby.

Covid Safety checklist

Check your venue for the following:

- ✓ Covid Safety Plan ✓ Visitor numbers quota
- ✓ Sign-in list ✓ Check-in App QR Code poster
- ✓ Social distancing signs ✓ Chair spacing
- ✓ Sanitisers ✓ Hand wash in Toilets

Who does what?

Create a Working Committee

- **Venue Coordinator:** Book venue, furniture arrangements & décor.
- **Catering Organiser:** Book caterer or organise members preparing food etc.
- **Treasurer:** Coordinates float, Morning Tea sales, other sales.
- **Entertainment organiser:** E.g. raffle, music
- **Promotions:** Sponsors, Posters, Social Media, Print media

Budget

- **Expenses:** Venue Hire Fees, Raffle booklets, Stationery printing, Food purchases, Entertainment costs, Miscellaneous
- **Income:** Ticket Sales, Raffle Sales, Other Sales

Fee/Cost per Visitor

Establish a Ticket Entry Fee.

Float

Money – change for ticket payments and raffle tickets.

Venue requirements

Tables suitable for games and chairs. Set up a reception table/chair for ticket sales.

Catering team options

1. **Member catering:** How many will prepare food – what will they prepare? Will it be enough food? Do your sums. Our Red Cross Members donate ingredients and prepare the following food and beverages: Sandwiches, Scones, Slices, Tea and Coffee, napkins, milk and sugar.
2. **Outside catering:** Book a caterer. Organise type of food and beverages and quantities with caterer.

Entertainment

e.g. Lucky Door Prize, Raffle prizes (raffle tickets), Produce Table, Musical Entertainment and Guest Speakers. Those offering entertainment may provide their services for free.

Promotion of event

Regional newspaper, social media, posters/flyers distributed to local businesses.

Sponsors

- Locate a venue. e.g. A local sports club might be generous and offer free room hire.
- Sponsors for raffle prizes. Our prizes are also donated by Red Cross Members.
- Your local member of parliament or your Red Cross regional office will print posters/flyers for free.

Tips

- Prepare a platter of gluten free and vegetarian offerings.
- Bring along some takeaway food containers for food leftovers.
- Check whether visitors may need transport to/from the event.