



# Australia's Biggest Morning Tea

## On the day checklist for your morning tea.

- Set up**

As soon as you can access your venue, set up cups, tea and coffee, milk, food, plates, napkins and cutlery.
- Decorate**

If you've bought special decorations, or are using the posters or bunting from your host kit or our downloadable resources, go crazy and make the room look great! Don't forget to put the donation box from your host kit somewhere prominent where people will see it.
- Guests**

Welcome guests as they arrive and thank them for any plates of food they bring. If you have set an entry fee on your invite collect cash from your guests or ask them to scan one of the personalised QR codes that can be found in your host kit or downloaded from your fundraising hub
- Donations**

Guests can donate cash into the donation box. If people don't have cash or want to donate a larger amount, they can do so by scanning your personalised QR code.
- Make it personal**

Make it personal by sharing your own reason for hosting with your guests and why Australia's Biggest Morning Tea is important to you.
- Games**

Ask a few friends or colleagues to help you hold the auctions, raffles, quizzes, cake judging or other activities you've been planning.
- Enjoy**

Enjoy a cup of tea and a slice!
- Say thanks**

Thank everyone for coming along, share with them how much you have raised and what a difference this makes to Australians impacted by cancer. All donations will fund Cancer Council's life-saving research, prevention and support programs and because of you and your guests, this work will continue. If you want to share more information about what you are funding head to <https://www.biggestmorningtea.com.au/impact>