St Luke's

ORGANISER'S CHECKLIST

WE'VE PUT TOGETHER A CHECKLIST TO HELP SUPPORT IN THE PLANNING OF YOUR COFFEE MORNING.

THINGS TO CONSIDER...

- ○ Location
- ○ Licences; if you're planning to have alcohol, entertainment or music at your event
- ○ If using an external venue, please check the venue has Public Liability insurance
- ○ Promotion of your event is a huge part of making the event a success
- ○ Send out your invites in plenty of time ahead of your event
- ○ If you're holding a raffle, do you need a licence?
- ○ Seek volunteers to support the day if needed
- ○ Food hygiene – some foods need to be kept refrigerated or stored separately. If you are selling homemade goods, have these labelled with date of making and the ingredients. For allergy purposes

AFTER THE EVENT...

- ○ Add photos to social media and tag St Luke's
- ○ Thank everyone for attending
- ○ Send the money raised to St Luke's
- ○ Arrange a cheque presentation if applicable

YOUR NOTES