



Virtual Coffee Morning Pack

If you're looking to raise vital funds for Carers UK this **Carers Rights Day** on **Thursday 26th November** (or any other day of the year) why not host a Virtual Coffee Morning? It's a fantastic way to raise awareness of carers and the amazing contribution they make to society - all from the comfort of your own home!

Checklist

1. Plan who to invite

- The beauty of a virtual event is that you aren't restricted by the number of people or their postcodes. Maximise your contacts by inviting your friends, family, and colleagues.

2. Choose your venue, aka your virtual platform

- Microsoft Teams or Zoom are both good options, but you can choose any online platform that works for you. If you need support, contact our fundraising team for guidance.

3. Create a [JustGiving page](#) in aid of Carers UK

- Include all the details of your event on your page: the date, the time, and instructions for how to join your chosen platform
- Add a photo and a story to make your page more personal
- Add a fundraising target – reach for the stars!

4. Shout about your event!

- You can advertise your coffee morning in many ways: on social media, over email, through WhatsApp, or simply by picking up the phone. Remember to share your JustGiving link so people can donate directly to your page.

5. Prepare a few words

- Prepare some words to say at the beginning of your event, explaining what Carers UK does and why you are supporting us. You can find information about our work here: www.carersuk.org/about-us

6. Fundraise, fundraise, fundraise

- Ask your guests donate the price of a coffee or slice of cake, either before or during the event
- Incorporate other fundraising activities into your coffee morning. For example, you could ask supporters to donate £2 to enter a competition, such as “Guess the number of sweets in the jar” or “Name the teddy”
- Want to collect your donations via text? Just speak to a member of the Carers UK fundraising team in advance of your event.

7. All that’s left now is to host!

If you’d like any support with your Virtual Coffee Morning, please don’t hesitate to contact Kirstie from the Carers UK fundraising team on fundraising@carersuk.org

Thank you, and good luck!