

# IF YOU'RE A COMPANY HOSTING A COFFEE MORNING HERE ARE OUR TOP TIPS



Here's how to safely host your Coffee Morning in 2021 to raise much needed funds for Hospice.

## 1. VENUE OR VIRTUAL?

If you are unable to host a normal Coffee Morning in your workplace due to working from home or social distancing requirements, there are lots of other ways to get involved:

- Host it over the course of a day, or two, in a designated space where colleagues can pop in and grab their coffee and cake.
- Does your workspace have a suitable outdoor space to have an alfresco coffee morning?! Why not have coffee, chats and cake outside, whilst catching some sun!
- Be a virtual host using Zoom, Microsoft Teams, Google Hangouts or another online platform. Pick a day and time to get your friends together for coffee, cakes and craic. Bake or Buy – you choose!
- Mix it up with a hybrid of online and office events.



Milford Hospice,  
Limerick



@milfordcarecentre



@milfordlmkcc



[https://www.milfordcarecentre.ie/coffee-morning/  
#togetherforhospice](https://www.milfordcarecentre.ie/coffee-morning/#togetherforhospice)

## 2. PICK A DAY – ANY DAY!

If September 23<sup>rd</sup> doesn't suit, don't worry. You can pick any day in Sept/Oct that suits your workplace. Need a Monday morning pick-me-up or a Friday morning treat? Select a slot that will facilitate as many colleagues as possible to join in the fun

## 3 CLAIM YOUR COFFEE

For Coffee Mornings in the workplace, thanks to the generous support of Bewley's, we'll send you a pack of their delicious coffee along with posters, invitations and collection boxes when you register. Colleagues at home can use their own tea and coffee.

## 4 SPREAD THE WORD

Once you've decided on where and when, give your colleagues some notice by sending an email invite for their calendars, and follow up with a reminder a few days before so they can get baking / buying goodies.

## 5 GET COMPETITIVE! THE GREAT HOSPICE BAKEOFF

Coffee morning is always a great excuse to show off your baking creativity!

## 6 PAY AS YOU GO

Set up an online donation page such as iDonate.ie to receive donations via debit and credit card. It is very easy to set up and use. It's free and the funds come straight to us. Please call us if you need any help. Cash donations can be lodged directly to your local Hospice and can be added to online donations.

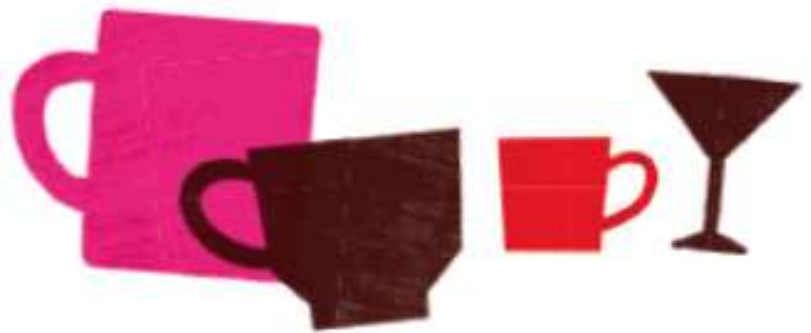
## 7 SHARE YOUR MUG SHOTS

Share your photos using #togetherforhospice and post to your Facebook, Twitter, LinkedIn pages. If you're hosting in a virtual room, take a pic of the team online

## 8 THANK AND BE THANKED

Don't forget to thank everyone on our behalf! We are truly grateful for all donations raised through **Bewley's Big Coffee Morning Social for Hospice**, so let your guests know how much they helped to raise. Remember, every cup counts!

If you are unable to host a Coffee Morning this year, please support us by making a donation



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**"Stay Safe". No matter what type of Coffee Morning you host – please always remember to stay safe and adhere to the current HSE and Government guidelines. Please visit [www.hse.ie](http://www.hse.ie) to see the most up to date guidance. Don't forget it is important that you and your guests adhere to social distancing guidelines, good hygiene and handwashing practices.**

### Contact Us

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