

Cuppa Checklist

and things to think about

- ☐ Where will I host my Cuppa?
- ☐ What day will suit best?
- ☐ Morning tea or afternoon tea?
- ☐ Will there be an entry fee?
- ☐ What will the theme be?
- ☐ How will I raise funds?
- ☐ What activities will we do?
- ☐ Have the invites been sent?
- ☐ Does everyone know what to bring?

After The Event

- ☐ Have I added my funds to my page ?
- ☐ Have I thanked my supporters?