

# TO DO LIST

DONE IT? TICK IT!



## Decide on your fundraising event and date

Get brainstorming – Whether you choose an afternoon tea, bake sale or coffee morning, make sure you give yourself enough time to organise



## Invite your guests!

Don't forget to let everyone know – send the poster as an all staff email, text it to your friends, add it to school newsletters or use our custom invites.



## Get your bake on!

Get your apron on and get baking – we have some recipes you can try.. but if baking is not for you, ask your friends, colleagues, neighbours to help bake..



## The little details

We have provided everything you will need to personalise your event – from posters to cake toppers. You just need to provide tablecloths, tableware, and any other decorations you might want.



## Fundraise for our cause

You will need a container to collect the donations, you can pay your proceeds in through a number of ways (visit our website to find out)



## Capture your event

Don't forget to take photos and share it on socials to show the amazing work you have done to support Willowbrook Hospice!