

Your Hftea Time Checklist

Before the big day

- Choose a date and tell everyone about your tea party
- Set up your JustGiving for online donations
- Join our Facebook Group to chat to your fellow hosts
- Choose what to bake
- Remember to download all of your fundraising materials

On the big day

- Pop the kettle on
- Display all of your lovely bakes
- Display your online fundraising page for donations or pop out a collection box
- Have the best Hftea time ever

After the big day

- Thank everyone who donated
- Share your photos **#HfteaTime**
- Send in your donations and gift aid form
- Be super proud of hosting your very own Hftea party!

If you have any questions, please don't hesitate to give us a call on

 **0117 906 1699**

or email

 **hello@hft.org.uk**

