



How to... Hold a coffee morning

Before the day

Choose a date

Check there is no other big event on the same day.

Pick a venue

It could be at work, home or at your local sports club.

Get other businesses involved...

to donate coffee, tea, juice or cakes. Have variety to suit all ages and dietary needs.

Get some helpers...

to bake and to help you on event day.

Ideas to raise money

- Charge an entry fee.
- Ask for donations for drinks and food.
- Have a Perth Children's Hospital Foundation donation tin.
- Hold extra activities: have a bake off, raffle or guess the number of beans in the jar competition.
- Have some Perth Children's Hospital Foundation merchandise to sell. You can view online at shop.pchf.org.au

Thank you for giving
kids in hospital
the chance to live
their healthiest and
happiest lives.

Spread the word

- Use your social media connections to get the word out. Request our 'How to' guide about promoting your event online.
- Get some Perth Children's Hospital Foundation posters to put up at work, school, social clubs etc.

After the day

- Send a quick thank you to everyone who helped and donated, giving them the total amount raised.
- Send a media release with a photo of the day. Request our 'How to' guide for some tips about using the media.
- Complete the Fundraising Completion form in your Perth Children's Hospital Foundation Fundraising Guidelines document and donate your well-earned funds to help kids in hospital.

