



The Christie
Charitable Fund

Cuppa for The Christie

Make a brew, make a difference!



Your fundraising guide to holding
the brew-up of the year

#cuppachristie



Registered charity no. 1049751

Welcome

Hello and thank you. By signing up for more information on Cuppa for The Christie, you've taken the first step to helping cancer patients in the North West and across the country.

Cuppa for The Christie is about getting together with friends, colleagues and loved ones and doing your bit for a great cause. It's so easy, anyone can do it. All you need is a kettle and a mug to collect donations and you're halfway there. Every penny raised on the day goes to help the work of The Christie and will have a huge impact on the lives of cancer patients everywhere. **Making a difference couldn't be easier.**

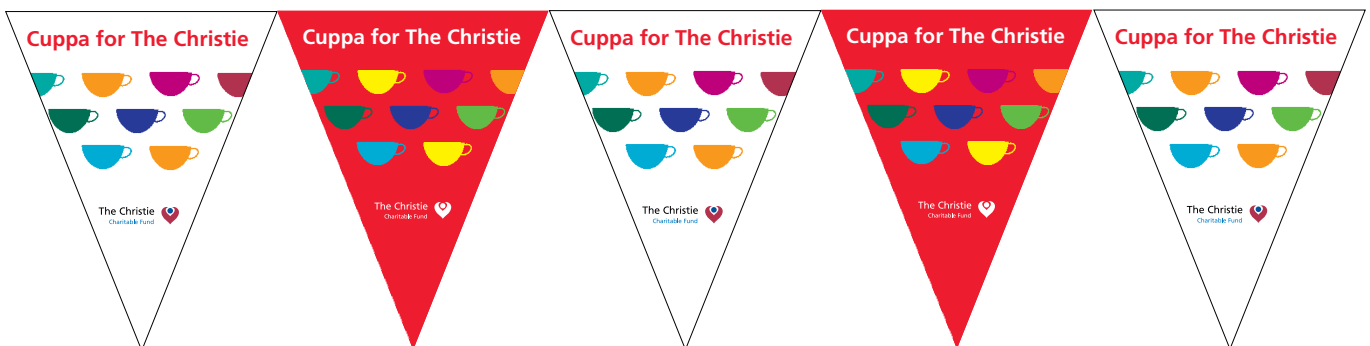
So get the kettle on, pour yourself a brew and let us tell you everything you need to know about holding your own fundraising event.

Thanks again – and happy fundraising.

The Cuppa team

PS If there's anything else you need to know or if you've got any questions, just call us on 0161 446 3988 or send an email to appeals@christies.org

Don't forget to take your mugshot and share it via Facebook and Twitter #cuppachristie



One lump or two? How do you take yours?

A Cuppa for The Christie can be as simple as inviting a few friends round for a catch up over coffee and cake. But it's your event, so you get to choose the venue and the scale of the occasion.

You can hold a Cuppa for The Christie at home, at work, in the garden, at your local park, in a community hall... it really is up to you.

If you fancy hosting an elaborate garden party, complete with china tea cups and finger sandwiches, we're sure your friends and family would be delighted! Or how about brightening up the old 9 to 5 by holding your event at work? Just ask everyone to contribute a cake, cupcakes or some biscuits, then ask them for a donation in return for a yummy goodie and a refreshing drink.

Don't worry, if you don't feel like organising an event but still want to make a difference – you can. Just enjoy a cuppa yourself and

make a donation online at www.christies.org/cuppa. You can always encourage friends to do the same, no matter where they are in the country, or the world for that matter.

It doesn't matter how much money you raise, the most important thing really is that you take part. Anything you raise from your Cuppa for the Christie, can and will help to make a difference to cancer patients.



Get the kettle on and get started

It's YOUR event, so it can be as simple or involved as you care to make it. Here are a few helpful hints and tips on how to get started.

Get a date in the diary. Pick a time that's right for you and your guests. If you're planning a Cuppa at work consider a Friday afternoon rather than a Monday morning. Or, if you plan to throw a garden party, be prepared for rain and have a plan B in place.

Get a venue. Make a brew in the comfort of your own home, gather your colleagues at work, take over the village hall, meet at your local club or simply catch up with friends in your local café. The possibilities are endless. Just make sure you seek approval before using a public space.

Get a guest list. Whether you're inviting friends, colleagues or family, you need to let them know. You can tell people by phone, email, text or Facebook invite, or why not make it official by sending one of our downloadable invites. You can download one now at www.christies.org/cuppa

Get donations. Make it clear that you're raising money for The Christie and that anyone who wants to join in is encouraged to contribute to the cake kitty. A suggested amount is £3, but we'll let you decide how much you want to charge...after all, every donation helps. You can download your free collection wrap to go around a mug or a tin and collect those all-important donations on the day. Just visit www.christies.org/cuppa

Get some publicity. Depending on the size of your event, it might be an idea to publicise your day with our downloadable poster from the cuppa website. You can also

use social media like Facebook and Twitter (#cuppachristie). Go to www.facebook.com/TheChristie or Tweet @TheChristie.

And why not take a mugshot (a photo of you and your favourite mug) and post it on Facebook to generate interest? There are hundreds of ways to spread the word and ramp up enthusiasm. Go ahead, get creative!

Get excited. A few days before your Cuppa, send a reminder by email, phone, text, Facebook... don't forget to remind everyone to bring their donations on the day.

Get more. You can go the extra mile for your event by adding something a little special like music, balloons or the bunting you can download from our website. By getting creative you can find ways to raise more money too. Why not try a raffle, tombola or cake sale to raise additional, vital funds?

Now you're ready. So get the kettle on and get started.

And finally... Ask everyone to sign in on the door using an attendance form (you can download yours at www.christies.org/cuppa). This way, we can keep your guests updated on how much we raise. Most important of all, don't forget to ask them all to make a donation in return for their cuppa and cake. Your guests can also make their donations worth 25% more, with just one tick on the Gift Aid section of your attendance form.

Quick Cuppa Checklist

- Date**
- Venue**
- Guest list**
- Invites**
- Posters**
- Facebook/Twitter**
- Reminder**
- Donations, Gift Aid, attendance form**
- Get creative (bunting, decorations, music)**
- Health and safety check**
- Go the extra mile and raise more donations!**
- Count up, collect and send in your donations**

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Your Cuppa Kit

Everything you need to host your own Cuppa can be found in an easy, downloadable form at www.christies.org/cuppa. Simply go to the website and choose from:



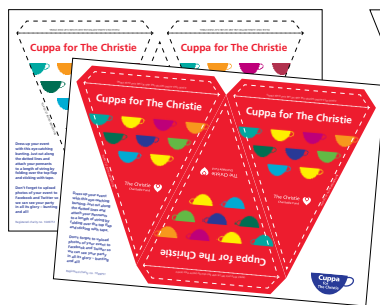
Poster



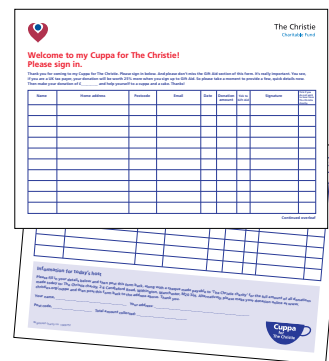
Invites



Collection mug-wrap



Bunting



Attendance and Gift Aid form

Don't forget your health and safety checks

Before your event, please take a moment to consider the health and safety of your guests. You'll need to make sure any cakes, biscuits or pastries are prepared and stored correctly. Also, have a think about your room layout. Is it safe for exploring toddlers and your pregnant or elderly guests? Your common sense should tell you all you need to know, but if you have any questions about health and safety, please call us on 0161 446 3988.

The Christie charity does not accept liability for any loss, damage or injury as a result of your Cuppa event.

After the event

Once you've done your bit, it's time for us to do ours. We'd like to keep you posted on how much is raised, so please stay in touch. Also, ask your guests to write their names and email addresses on your attendance list, so we can keep them informed too.

Please pay the donations you collect at your Cuppa into your bank, and then donate the full amount online at www.christies.org/cuppa. Alternatively, please send a cheque (for the full amount) along with your Cuppa's attendance form to: The Christie charity, 2-4 Candleford Road, Withington, Manchester, M20 3JH. Please write your full name and address on the reverse of your cheque.

Make a brew, make a difference

**Did you know that The Christie is the largest cancer centre in Europe?
Or an international leader in cancer research? We also look after more
than 40,000 patients a year, so by getting involved today, you're really
choosing to make a difference.**

The notes below, taken from our message board, show just how important The Christie is to our patients and their families and why we need your support.





Every penny matters

If you choose to hold a Cuppa for The Christie, every penny you raise will help make a difference to the many thousands of people who rely on us.

Over the years, people like you have given The Christie donations totalling millions of pounds through fundraising. Here are just a few examples of what donations of all sizes have helped us to achieve in the past:

- A specialist mobile chemotherapy unit to take cancer care closer to patients' homes.
- A new world-class Young Oncology Unit to provide specialist treatment and support for teenagers and young adults with cancer.
- The development of the largest single-site early phase clinical trials unit in the world, right here in the North West.
- Life-changing patient support services such as complementary therapy, art classes, a wig service and our patient information centre.

So you see, your event – no matter how big, or small – really will make a difference to the lives of people affected by cancer, everywhere.

Thank you for making a difference!



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