



Guide
Dogs



Tea Party guide

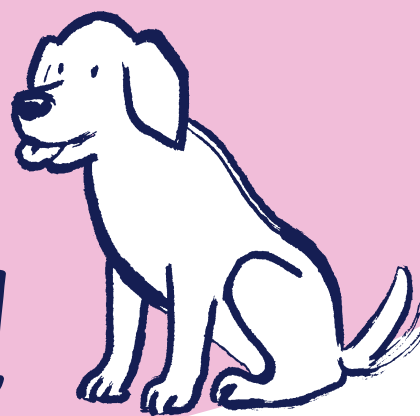
Top tips, tricks and bits to
brew your perfect Tea Party

Drink tea – change a life

Thank you so much for showing you care by planning a Tea Party for Guide Dogs. This guide is jam-packed with helpful tips and ideas to get you started. We hope you enjoy sharing a cuppa and some delicious cakes, knowing that every penny you raise will support people living with sight loss live the life they choose.



Hosting a Tea Party for Guide Dogs is easy!



1 Choose a date, location and invite your guests.
At home, at work, at school or in your community – even virtual! Use our colourful posters and invites, and your social media pages to let people know about your event.

2 Bake or buy.
Use our celebrity recipes for inspiration, entice volunteers to bring their best bakes or simply pop to the shops. Whatever works for you!

3 Boost your fundraising.
Check out our top tips for adding to your tea total in this guide.

4 Pop the kettle on – it's time for tea!
Enjoy the day catching up over a cuppa and lots of delicious cake. Don't forget to ask for volunteers to help.

5 Pay in your life-changing pounds.
Ta-daa – you're a life-changer!

Top-up online

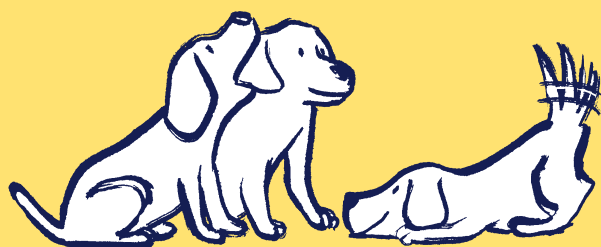
Your Tea Party pack is filled with lots of fundraising goodies, and you can download extra items at guidedogs.org.uk/teapartypack

Extra treats include:

- Celebrity recipes
- Bake-off scorecards
- Tea Quiz
- Extra bunting, cake flags and donation labels
- Editable posters and invites



Organising your Tea Party is a piece of cake!



Cake to go

Bake up some delicious treats on your own or as a team. Set up your pop-up bake-sale for friends, neighbours, or colleagues to drop by and donate. Make sure you have plenty of paper bags for everyone to go home with a 'doggy bag' of treats.

Get together

Whether tea for two, or more than a few – catch up together at home, work or in your community, and raise money at the same time. Decorate with our bunting, show-off your baking skills with our celebrity recipes, or challenge everyone to a bake off.

Zoom

Come together virtually for a cuppa. Ask everyone to make a donation and download our puppy Zoom background for your call. Challenge everyone's tea knowledge with our quiz and invite a free speaker to come too. You may even get a special four-legged visitor on your screens.

Top tips to boost your tea totals

Go cashless with a QR code

Get a unique QR code by setting up a **JustGiving** page. For example, if my page is justgiving.com/fundraising/MrsFundraiser add /qrcode at the end and click enter. Print this code onto paper and place by your money box for cashless donations.

Raffle

Collect unwanted gifts from friends, family or approach local businesses and throw a raffle or tombola. Download our raffle letter of authority to help you source prizes from local businesses guidedogs.org.uk/teapartypack.

Puppy sweepstake

Ask your guests to donate £2 for a puppy name on your sweepstake and you could boost your Tea Party total by £60! Why not donate a prize like a box of chocolates or ask a local business to donate a gift voucher?





Guess the weight of the cake

Bake or buy a cake and ask your Tea Party guests for a small donation to guess the weight of the cake. The winner gets to take it home to enjoy!

Blindfold challenge

How many tea bags can you throw into a mug in 30 seconds...blindfolded? Ask for donations to take part and crown your own Tea Challenge Champion.

Bake-off

Challenge your guests to enter your bake-off competition, with a donation to enter and crown your own Star Baker. Use our downloadable scorecards guidedogs.org.uk/teapartypack and sell the baked goodies to other hungry party guests.

Bake-Off Scoring Card

In aid of Guide Dogs

Category: 3 4 5

Baked By: _____

Category: _____

Total: /20

	1	2	3	4	5
Presentation:					
Texture:					
Flavour:					
Creativity:					

Total: /20

Registered charity in England and Wales (209617) and Scotland (SC038979). GDO466 08/21

Takeaway treats

Have paper bags or boxes to encourage people to take something sweet home at the end of your event, you could even discount your last few treats. It will save you having to eat any leftovers and boost your fundraising total too!

Matched Giving Scheme

Check if your employer offers fundraising matching and you could double the amount you raise. Even if you fundraise outside of work, you could still be eligible. Simply download our free form to get started.

Invite a free speaker

Hosting a public Tea Party? Bring the Guide Dogs story to life with one of our free speakers! They can join you face-to-face or virtually to share how your fundraising makes a difference to the lives of people living with sight loss. Book online at guidedogs.org.uk/speaker.

Tea Party

You can hold your Tea Party anytime, but if you'd like to add an extra bit of magic you can always plan a themed Tea Party such as Halloween or Christmas. You can celebrate the special dogs in your life too with a doggy themed Tea Party!



How your fundraising helps

Levi's story

Levi, from Maidenhead in Kent, lost his sight in 2012 following an accident at work, when part of the roof he was working on as a carpenter gave way and he fell, landing on concrete.

"Within three days I had lost my sight completely and was in and out of hospital. It was the most awful experience, which left me feeling anxious and insecure.

I had to adapt to a new way of life and lived on my own so always had to rely on friends to help me. I couldn't do much for myself and ended up staying home all the time. I lost my freedom and felt like I was a prisoner in myself.

When I was matched with my beautiful guide dog Hugo – it was a dream come true. With Hugo by my side, I can confidently leave my home and he helps me be a part of my community again."

“

When I was matched with my beautiful guide dog Hugo it was a dream come true.

”



£50

could pay for fun, tactile activities to help children co-ordinate their muscles and movements.

£125

could buy a Starter Kit for a new guide dog owner, containing everything they need to start a life with their new guide dog.

£250

could help fund 10 hours of training for a future guide dog.

1 in 5 people
will live with
significant sight loss
in their lifetime.





Paying in your fundraising



By card

Call 0800 953 0113 to pay over the phone using your reference number.



At the bank

Take your pay in slip to your local Barclays bank.



By cheque

Send a cheque made payable to 'Guide Dogs' using the envelope provided or to Guide Dogs, Hillfields, Burghfield Common, Reading, RG7 3YG. Don't forget to include your pay in slip. Lost your pay in slip? Let us know and we'll provide you with everything you need.



Fundraising page

Set up an online fundraising page at justgiving.com/guidedogs or facebook.com/fund/guidedogsuk. You don't need to do anything else, all the money you raise will come to us.

Start your Name a Puppy journey

What name would you choose? Find out more at guidedogs.org.uk/nameapuppy

Keeping it safe and legal

We want all our supporters to stay safe and legal when fundraising for Guide Dogs. Find out more at guidedogs.org.uk/teapartypack

Need help?

Remember our team of fundraising experts are here to help you plan a tea-riffic event.

fundraiseforus@guidedogs.org.uk

0345 143 0192

