



Tea Party guide

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

Make every cuppa count

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 help support people living with sight loss live the life they choose.



Hosting a Tea Party for Guide Dogs is easy!

1

Choose a date

At home, at work or in your community. Use our colourful posters, invites and social media to let people know about your event.

2

Bake or buy

Use our budget friendly or celebrity recipes for inspiration 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

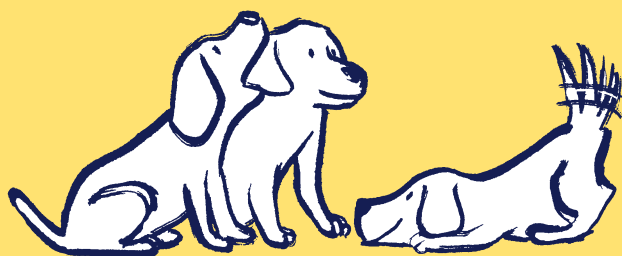
Your Tea Party pack is filled with lots of fundraising goodies, and you can download extra items at guidedogs.org.uk/teapartypack

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!



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.

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.

Doggy delights

Gather your dog-owning friends, organise a nice walk and finish with tea and cake, asking everyone to donate to take part.

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?

In aid of  **Guide Dogs**

Suggested donation to enter £

Prize



Can you guess my name?

Choose your favourite Guide Dog puppy name and you might win a prize!

How the game works:

1. As the sweepstake organiser, choose the winning name, write in to bottom left corner, cut out and keep in sealed envelope.
2. Players write their name and contact under their chosen puppy name.
3. Once the game is full, reveal the winning puppy name and who chose that name!

The winning prize can be a percentage of money raised or a non-monetary prize of your choice.

Beccy	Breeze	Captain	Dwight	Erica	Ailsa	Alfie
Hugo	Irene	Jangle	Keanu	Lewis	Frank	Gwen
Nell	Orion	Orla	Piper	Quin	Rolo	Sparky
Thomas	Uri	Vespa	Winnie	Xavier	Yannika	Zeppelin



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.

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.

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



How your fundraising helps

Lena's story

Lena, from Devon, has been vision impaired since birth caused by the umbilical cord getting wrapped around her neck causing oxygen deficiency which caused her Cerebral Palsy. She also has Nystagmus, block squint and astigmatism, which resulted in her being registered Severely Sight Impaired at the age of 17.

"When I was younger it didn't affect me too badly, but it really hit me when I was due to leave secondary school to go onto college and I realised what a scary place the world was outside. It really highlighted how my vision affected me and I didn't quite know how I was going to manage.

Meeting my guide dog for the first time was an absolutely incredible moment. I remember being so scared walking to town with my cane, and then the total contrast: walking tall and confident with my guide dog and the anticipation and excitement as to what my life will turn out to be.

I remember the simple task of having ran out of margarine to bake a cake and no family member being around. Being able to just pick up the harness and head out to my local shop, to buy some so that my family would have a cake when they got home, was a truly magical and emotional moment for me."

“

Meeting my guide dog for the first time was an absolutely incredible moment.

”



£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



Online

Pay in donations online in just a few simple clicks at guidedogs.org.uk/payin or scan this QR code using the camera on your smart phone.



By card

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



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.



At the bank

Take your pay in slip to your local Barclays bank.

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

