

# GETTING IT ALL DONE

Planning a workplace coffee morning and not sure where to start? Don't worry, we've got your back. We've created this handy Planner with a few suggestions to get you started.

Task	Assigned to	Due date	Completed
Who needs to know? Make sure everyone's in the loop!			
Organise a space to host			
Pick a date			
Identify a team to help with tasks on the day			
Let everyone know when and where our Coffee Morning is happening			
Finalise what everyone will bring (baked or shop-bought)			
Appoint someone to put up decorations			
Organise the games and a space to play them (maybe appoint a Games Master)			
Identify a person to look after the money box and Gift Aid form Everyone should fill in GA details individually for example, not one person completing the form for everyone			
Clean up after the event			
Thank everyone for coming in			
Collect post-event donations (if applicable)			
Pay in the money collected ( <a href="https://coffee.macmillan.org.uk/hosting/donate-options/">https://coffee.macmillan.org.uk/hosting/donate-options/</a> )			
Communicate to the organisation how much raised etc.			
<b>Tasks specific to your workplace (write your own if applicable):</b>			



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Macmillan Cancer Support, registered charity in England and Wales (261017), Scotland (SC039907), and the Isle of Man (604). Also operating in Northern Ireland. MAC17195

