



EVENT

CHECKLIST



✓ Planning

Pick a date and time.

Choose a venue (home, work, school, community hall, etc.)

Register your event with Tough Enough To Care.

Download the event pack for resources and inspiration.

✓ Supplies

Tea, coffee, and other drinks.

Cakes, cookies, and baked goods (homemade or store-bought).

Cups, plates, napkins, and cutlery (consider reusable or eco-friendly options).

A donation jar, bucket, or QR code for digital donations.

Tough Enough To Care Literature/ Conversation cards



✓ Promotion

Print posters and flyers.

Share event details on social media and with friends/family/ colleagues etc.

Send out invitations (physical or digital).

✓ Decorations and Setup

Tablecloths, bunting, or themed decorations.

Signage (e.g., "Tea4Change," "Donation Station," "Cakes for Sale").

A menu or price list for cakes and drinks.

✓ Helpers

Recruit friends or family to bake, set up, and serve.

Assign roles (e.g., greeter, donation collector, cleanup crew).



On the Day

✓ Setup

Arrange tables with tea, cakes, and decorations.

Display donation jars and any provided literature.

Ensure drinks are ready to serve (hot water, teapots, etc.)

✓ Hosting

Welcome guests and encourage donations.

Start conversations about mental health.

Take photos to share your event's success!

✓ Cleanup

Collect and count donations.

Tidy up the venue.



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After the Event

✓ Share Your Success

Thank your guests and helpers.

Post photos and stories on social media using #Tea4Change.

Submit donations to Tough Enough To Care and share the total raised!

Pay in by BACCS

Tough Enough To Care

Lloyds Bank (Business)

30-90-89

56394060

With reference: Tea4Change

Pay in online

You can create your own Just Giving page for Tea4Change via this link <https://www.justgiving.com/campaign/tetctea4change>

Your donations will come straight to us.

“1 in 4 people will experience a mental health problem this year.

Let’s make sure they’re not alone.”

#Tea4Change #ToughEnoughToCare #SmashTheStigma