



**Brighter  
Communities**

Worldwide

CREATING BETTER FUTURES

Address No 4 The Crescent, Mill Road,  
Midleton, Co. Cork, P25 H302, Ireland

Email [info@brightercommunities.org](mailto:info@brightercommunities.org)

Tel +353 21 4621748

[brightercommunities.org](http://brightercommunities.org)

**Thank you for choosing to support Brighter Communities Worldwide by hosting a Wake-up-&-Smell-the-Coffee morning!**

**We've put together some handy hints and tips to creating a successful event.**

### Get the message out there!

Make sure you give yourself enough time to ramp up interest for your event and give people enough time to 'save the date'. Spread the word:

- by email
- via your social media channels or workplace extranet
- use the posters and other resources
- talk to people! Word-of-mouth is a powerful tool

### Decorate your venue

Make it a day to remember with some special decor and create a cosy atmosphere. And remember you can host it anywhere – at home, at work, in the local village hall, the hairdressers – wherever you want to go.

- Use our bunting or make your own
- Create a theme, be it vintage quirky china or modern, edgy clear mugs
- Make it an excuse for fancy dress
- Use pretty table cloths and cake stands

### Ready, steady, BAKE!

Get the scales out, get your bake on and whip up something spectacular!

- Take a look at the baking latest trends (check out Pinterest and Instagram)
- Make sure there's something for everyone, gluten-free, dairy-free etc.
- Don't fancy cake? Try some savoury dishes and traditional triangle sarnies

### All in the name of charity

A break from work, a nibble of cake and an indulgent coffee is a fun way to raise funds:

- Remind people to bring cash along on the day
- Ensure you have a collection pot that won't go unnoticed!
- Incorporate a raffle, a 'guess how many are in the jar' or even a quiz where participants have to pay to enter at the chance of winning a prize
- Share our details to those interested in making a regular donation

### Share the success

Congratulate everyone involved, from organising to donating and share your success on social media and spread the word.

**Twitter:** @4abrighterworld **Facebook:** Brighter Communities Worldwide

If there's anything else you need from us, get in touch!