

How to hold your

Vintage Tea Party

For Royal Voluntary Service



Holding your Vintage Tea Party is easy.

Just follow these simple steps to make sure your event is a success. Then enjoy the warm glow that comes with knowing you've helped to make a difference and given everyone a great time too!

Step 1: Plan ahead

Who?

How many guests can you comfortably cater for in your chosen venue? Think about the seating and crockery you have available.

When?

Decide when you'd like to hold your party. Pick a day and time that you feel will suit most of your guests.



Where?

Now decide on your venue. Opt for an informal gathering at your house. Go alfresco in the garden, or at the local park. Perhaps even think big and book the village hall or community centre.

→ **Get in touch with your local supermarket to see if they'll give you their support - and stock up on tea bags, biscuits, cakes and other goodies. We can provide a letter of authority confirming your event and requesting your local supermarket to help in whatever way they can.**

What?

Stay simple or unleash your imagination!

You could opt for the cosy family style teatime of your childhood.



Theme your party around a favourite era - whether it's Victorian times, the roaring twenties or the funky fifties.



Keep your get-together casual, or ask your guests to dress up, and style your venue.



You could even organise some old-fashioned games or activities.



Think about the time and facilities you have available when planning your food; contact the venue if you'd like them to cater for you, or go for a pot luck approach and ask guests to bring along a plate of sandwiches or cupcakes. Remember to check if anyone has any allergies.



Step 2:

Spread the word

Now it's time to let people know. We've enclosed invitations and a poster for you to publicise your event, or you could make your own if you're feeling creative.

You can keep to the retro theme with old-fashioned 'snail mail', or make the most of email, text and social media. We have created images for Facebook event pages to help make your event stand out!

Step 3:

Get prepared

As the big day approaches, channel your inner Prue Leith or Paul Hollywood with some impressive bakes, or nip down to the supermarket for some easy treats. You could also use our vintage themed Recipe Book!

Decorate your venue, if you wish - we have a variety of decorations to choose from, including bunting and posters, or you can decorate it in your own style.



Step 4:**Bring everybody together to raise funds!**

There are many different ways you can help raise funds to support our services.

You could:

Host a raffle or tombola and give your guests the chance to win amazing prizes!



Request donations for food and drink



Raise the stakes with a quiz



Challenge guests to find their inner Mary Berry with a 'Cake Off' competition.



Get in touch with our Fundraising team for help, advice or to find out more.

Step 5:**Enjoy the fun**

Teatime! Simply mingle and make sure the guests' cups are topped up!



Step 6:

Tot up the tea-total!

Once the party's over, tot up the donations.
Choose one of the following ways to pay:

Online

Visit royalvoluntaryservice.org.uk/donate
to make a secure payment with your credit
or debit card.

Cheque

Make your cheque out to Royal Voluntary Service
and return it to us at Fundraising Department,
Royal Voluntary Service, Beck Court, Cardiff Gate
Business Park, Cardiff, CF23 8RP.

Phone

Call **0800 731 9197** with your credit or debit
card details and we can process your donation.

JustGiving

Set up a JustGiving page for guests to donate
online. You can set up your page at
justgiving.com/start-fundraising



Step 7:

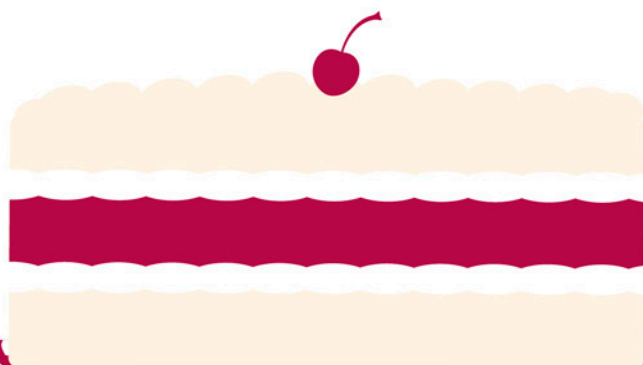
Share the experience

We'd love to know how your event went! Send us any photos to fundraising@royalvoluntaryservice.org.uk or share them on our Facebook and Twitter - and let your friends share the fun by posting them on your social media. And sending your guests a simple thank you note, by post or email, is always a welcome gesture.

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Royal Voluntary Service supports
people, communities and the NHS in
every part of Great Britain.

We inspire and enable people to give the gift
of voluntary service to meet the needs of
the day. Through the power of volunteering,
we provide one-to-one, group and online
services that improve health and wellbeing,
resilience, confidence and connections.

Thank you for your support!



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