ORGANISING A COFFEE MORNING

At work, at home, inside or outside, in a local venue

- Sweet treats are a must!
- Look in your local Oxfam shop for fancy cups and saucers.
- Try to use fairtrade ingredients when possible
- Use the poster maker on the website to design your poster!

What you will need?

- Facilities for making tea and coffee including hot water
- Tea, coffee, milk, sugar, juice
- Cakes, biscuits and all things yummy!
- Plates and napkins
- Teaspoons, forks, knives
- Tongs and disposable gloves (for serving the cake)
- Moneybox/bucket for donations
- Bin bags

1. What time of day are you going to hold your event? What day will you hold it?

2. Take a look at the Food Standards Agency website in advance to ensure that you follow their guidance when selling food. It is good practise to accurately label any food with any ingredients that could cause an allergic reaction.

3. If using a venue that you don’t know well, visit beforehand to see what the space is like. Check if there are toilet facilities, whether there is disabled access and the maximum number of people who can attend the event. Are there enough tables and chairs? Is there a kitchen area? Is there crockery included and will you need to bring washing up liquid or a tea towel? Also when booking the room remember to include the time needed to set up and clear things away.

4. Enjoy your event! Relax, have a cup of tea and a piece of cake and spend time with friends.

Credit: Melanie Gallant/Oxfam
Syrian refugees in Lebanon enjoy coffee together.
Lebanon, a small country of just 4 million people, has welcomed 1 million Syrian refugees