



the  
**Breastfeeding**  
network

# 10 Steps to organising a BfN Big Tea Break Event

Why not hold an event for local mums or friends and family, bring everyone together, enjoy a moment of calm, and raise funds while you have a relaxing and mindful tea break?

Or perhaps a Big Tea Break event at work for your colleagues - challenge them to show off their skills as part of a bake off, organise a 'guess the weight of the cake' competition, or just a cake sale? Then relax together afterwards with a group moment of calm!

## Before your event...

1. Get your thinking caps on and **register your event!** What type of event you would like to run, when and where you will have it and what activities you would like. Choose a venue, it could be your house, a friend's house or a local hall if you are organising a bigger event. Pick a date and time – it could be any time during October and whatever time suits you and the people you are inviting best.
2. Register your event to let us know what you are doing. What will you need? Many resources, including a downloadable free-to-use relaxation podcast: 'A Moment of Calm', are available on our website [www.breastfeedingnetwork.org.uk/bigteabreak](http://www.breastfeedingnetwork.org.uk/bigteabreak) Is there anything else you can add to make your event unique? What about refreshments? Do you want people to bake?
3. Consider how you might try and raise some money. Will you sell tickets or ask for donations? Could you **join our JustGiving campaign page?** Ask people to text donations? Will you have stalls or games that people can take part in for a small charge? Could you organise a bake off using the materials available on our website? Maybe ask people to 'guess the weight of the cake'? Remember to ask people to **sign up to Gift Aid** so that we can claim an extra 25% of any donations at no additional cost to you or the donor.
4. Let people know about the event – you can download free posters to either print out or use on social media, send out invitations, spread the word

## On the day...

5. Decorate your venue using our **free downloadable bunting** (there is even a tiny version to use on cakes!) and set up your room
6. Welcome everyone as they arrive then take time to enjoy your event. Make sure you get chance to relax, drink tea, eat lots of cake and have fun (and take time for a moment of calm if you can!)
7. Take lots of photos and share them with us by emailing [fundraising@breastfeedingnetwork.org.uk](mailto:fundraising@breastfeedingnetwork.org.uk) or on Facebook, Twitter or Instagram using **#BfNteabreak**

## After the event...

8. Count up the money raised and let us know your final total by emailing [fundraising@breastfeedingnetwork.org.uk](mailto:fundraising@breastfeedingnetwork.org.uk) including your name and the location of your event
9. Pay it in. Use our bank details to pay in the money raised. You can do this via online banking or at any branch of Halifax/Bank of Scotland. Please use 'Big Tea Break' as a reference. BACS details: The Breastfeeding Network, Account no. 06001963, Sort Code 800929. Or you can pay it in via our **JustGiving campaign page** if you prefer.
10. Thank everyone for taking part and give yourself a big pat on the back – then relax knowing you have done your bit to support our Drugs in Breastmilk Information Service!

**THANK YOU!**

[www.breastfeedingnetwork.org.uk/bigteabreak](http://www.breastfeedingnetwork.org.uk/bigteabreak)

**#bfnteabreak #DIBM**

**All funds raised go towards supporting BfN's Drugs in Breastmilk Information Service**

Texts cost £3 plus your standard message rate.

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