



# NHS BIG TEA



Your step by step guide to hosting  
a tea-fuelled fundraiser to support  
NHS staff, patients and volunteers.



NHS  
CHARITIES  
TOGETHER

poired with support from



Morrisons

# THANK YOU, YOUR CUPPAS WILL CHANGE LIVES

Our NHS is amazing, but it can't face every challenge alone. That's why we're so thankful you're putting the kettle on to help provide the extra support NHS staff, patients and volunteers need now, more than ever before. Thank you for making our healthcare the best it can be by making tea, and for playing your part in helping the NHS go further.

## Here's how the money you raise could help:

**£20** could help pay for a one-to-one mental health or bereavement counselling session for NHS staff.

**£50** could help provide training in peer-to-peer support for NHS staff, so everyone can be there for each other.

**£150** could help fund a sleep pod for NHS staff so they can rest after long shifts.

**£500** could go towards a wellbeing room, where wonderful NHS workers can recover.



# 'PAR-TEA' PLANNING MADE SIMPLE

Let's get this par-tea started! From helping you brew the best NHS Big Tea party ever, to showing you how to put more pounds in the pot, we'll help you every step of the way.

## Set a date

We want the entire nation to be awash with tea in July, which is when we're asking you to hold your NHS Big Tea party. Host it on **5th July** in celebration of the NHS's 74th birthday, or choose **any date that suits you**.

## Invite your brew crew

Whether you're taking over your town hall in the name of tea or inviting your bes-teas round for a cuppa and a natter, letting your invi-teas know about your NHS Big Tea is key (just like the right amount of milk in your perfect cuppa). Download your event posters and get them up, and share your invite poster on your socials. You'll find everything you need in this fundraising pack and here – [nhsbigtea.co.uk](https://nhsbigtea.co.uk)

### Top Tea Tip

Your QR code stickers are your fundraising friend. Stick them to your posters, donation jar and everything else. They'll take your tea buddies straight to your Just Giving page.



[nhsbigtea.co.uk](https://nhsbigtea.co.uk)

# HOSTING IS AS EASY AS ONE, TWO, TEA



## Step 1

It's the day your fellow tea-lovers have been waiting for – your NHS Big Tea party! Put up your bunting, arrange your food flags (all found in this pack) and stick QR codes near your cups, food and games to squeeze every last donation.



## Step 2

Your tea crew has arrived. It's time to put the kettle on! Keep the tea and the donations flowing, add a great big splash of chatter, have a lovely catch up and raise a cup and saucer to our amazing NHS.



## Step 3

Amid the clatter of tea cups, brew a really nice fundraising pot. You could sell or auction whole cakes for your tea tribe to take home, play our game 'guess the number of tea bags' or dish out any leftover pieces of cake or traybake in exchange for donations.

### Top Tea Tip

A game like guess the number of tea bags is a great way to add a splash of fundraising fun to your tea party. Charge £2 per guess, and closest wins a prize of your choice.

### The Funds Support...

Every kettle boiled will give support to those who need it most, by providing essentials like a place to rest and counselling for exhausted staff or training for community volunteers.

# ONE DONATION, OR TWO?

You've baked, you've brewed, you've poured, you've even done the dishes. It's now time for the really exciting bit – your NHS Big Tea count up.

## Top Tea Tip

Let your invi-teas know how much you raised with our downloadable thank you poster. You might even squeeze a last donation from those who couldn't make it.

## Ways to pay in your fundraising

- **ONLINE:** The quickest, easiest way to collect funds is via our JustGiving page - <https://www.nhsbigtea.co.uk/find?charityId=185202> where all your tea-fuelled funds will be sent to DGNHS Charity.
- **CASH:** Please do not post cash donations. If you have cash donations to add, simply pay the money into your bank account and then donate the amount to our JustGiving page. Or you can pay into our general office at Russells Hall Hospital.
- **OTHER:** For other ways to pay in your donations, please get in touch at: [dgft.fundraising@nhs.net](mailto:dgft.fundraising@nhs.net) or **01384 456111 ext.3349**

## Don't forget to spill the tea!

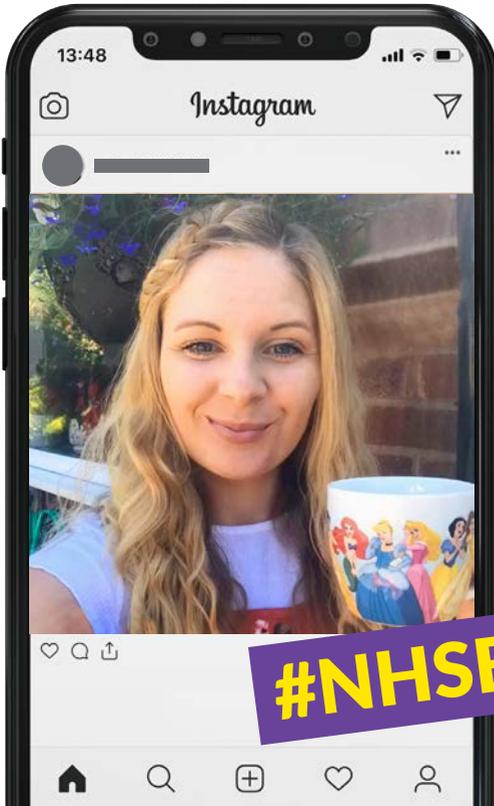
We can't wait to hear about how much fun you had with tea. Please share pics on your socials. And don't forget to tag us.

 @DudleyGroupNHSCharity

 @DGNHSCharity

 @dgnhscharity

 @Dudley-Group-NHS-Charity



**#NHSBigTea**



## Sign up to host

Already done! Thank you so much for being a hero host.



## Set up JustGiving

You may well have done this at the sign up stage.  
Just check your page is all up and running.



## Set the date and select your invi-teas!

If your par-tea is a community event, pop your posters up.  
If it's a private event, send your invite via email and social media.



## Download your decorations

Alongside your enclosed table decoration, you'll find bunting  
and food flags waiting online for you to download.



## Stock up on tea

Nationwide, it's now time for hosts everywhere to shop, bake and make.  
Sandwiches, scones, fruit and cake are all yummy tea-time treats.



## Get your par-tea started!

Your tea tribe has arrived.  
Put the kettle on, pour the tea and make sure the donations overflow.



## Pass on your fundraising pot

Squeeze out every last donation and send it in before  
treating yourself to a well-earned brew – thank you!



## Spill the tea! #NHSBigTea

We'd love to see how much fun you had at your NHS Big Tea party.  
Please share your pics and tag us so we can see too.



NHS CHARITIES TOGETHER

# NHS BIG TEA

# COME SIP WITH ME!



I'm hosting an NHS Big Tea party, to raise money and provide extra support for NHS staff, patients and volunteers.

When:

Where:

Supporting:



[nhsbigtea.co.uk](https://nhsbigtea.co.uk)

Poured with support from



Snap & share #NHSBigTea



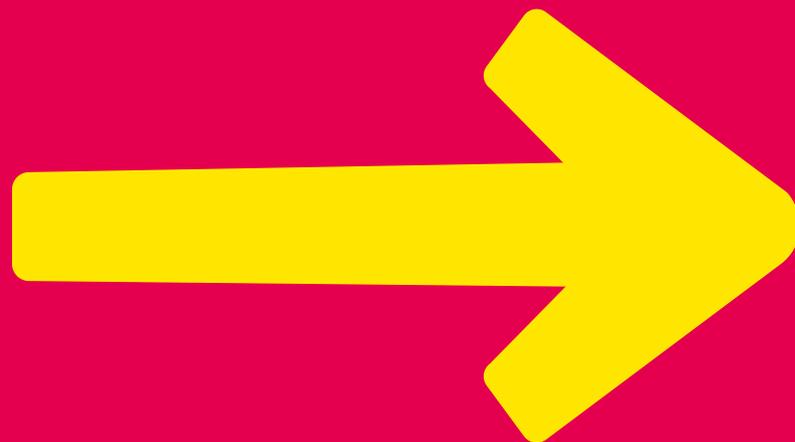
Registered Address: Dudley Group NHS Charity, Russells Hall Hospital, Pensnett Road, DY1 2HQ  
Registered Charity No. 1056979





NHS  
**BIG TEA**

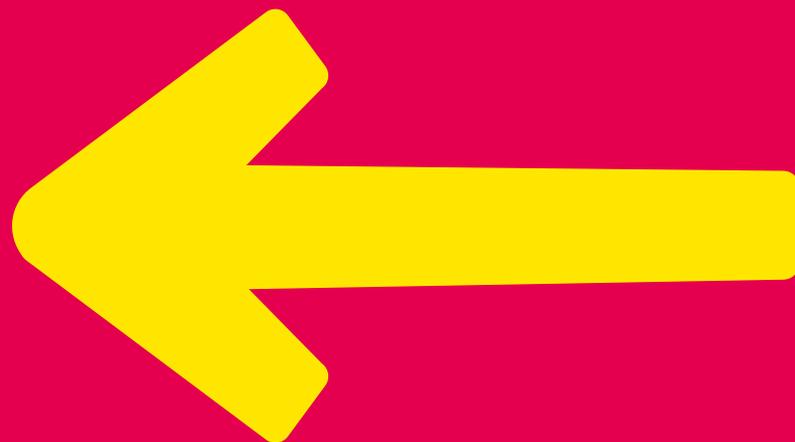
**THIS WAY**





NHS  
**BIG TEA**

**THIS WAY**





**THIS WAY**





**WELCOME**

# BUNTING

1. Print these two pages, single sided. You can print extra sheets for longer bunting!
2. Cut your bunting out along the cut mark and fold it along the fold mark. Tape the flap down, but leave the sides of it open. This will allow you to thread your string through the flap.
3. Thread string through the secured flap. Tie knots along the string to space out your bunting evenly.

Fold here



**NHS**  
**BIG TEA**



**NHS CHARITIES TOGETHER**



**LET'S GET  
BREWING!**



Fold here



# COASTERS



# FOOD CARDS

 Cut out and fold

 <p>Top section: NHS CHARITIES TOGETHER logo, NHS SHN logo, and 'BIG TEA' text.</p> <p>Bottom section: A white rectangular area for the item name, a yellow pound sign (£), and a white circle for the price.</p>	 <p>Top section: NHS CHARITIES TOGETHER logo, NHS SHN logo, and 'BIG TEA' text.</p> <p>Bottom section: A white rectangular area for the item name, a yellow pound sign (£), and a white circle for the price.</p>	 <p>Top section: NHS CHARITIES TOGETHER logo, NHS SHN logo, and 'BIG TEA' text.</p> <p>Bottom section: A white rectangular area for the item name, a yellow pound sign (£), and a white circle for the price.</p>
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# TEAPOT CENTREPIECE

For best results print on card (or print out on paper and then stick to card before cutting).



Cut along dotted lines



Slide pieces together



Display your teapot proudly in the centre of your table.



NHS  
CHARITIES  
TOGETHER

# NHS BIG TEA

# CHEERS MA'DEARS!



Thank you for joining our NHS Big Tea party and helping to raise:

£

Supporting:



[nhsbigtea.co.uk](http://nhsbigtea.co.uk)

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Snap & share #NHSBigTea



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