



# NHS BIG TEA

## Fundraising Guide

Your step-by-step guide  
to hosting a tea-fuelled  
fundraiser to support  
your local NHS

# 'Par-tea' planning made simple

You've taken the first step and signed up to host a fun filled tea party to raise money for NHS staff, patients and volunteers, now what? Follow these simple steps and you'll have a tea-rific time.



1

## Set up your JustGiving page

When signing up, Create a JustGiving page. Click here: [www.justgiving.com/campaign/big-tea-dudley](http://www.justgiving.com/campaign/big-tea-dudley) (you can even create your own QR code). Make sure you add a photo, and intro to explain what you're doing and why, and set yourself a fundraising target!

2

## Pick a date

We want the entire nation to be awash with tea on 5th July, in celebration of the NHS's birthday. If the 5th July doesn't work for you, select a date any time that week.

3

## Invite your invi-teas!

In your pack you'll find a poster you can put up at work or in your local community. If it's a private event, invite people by email, WhatsApp or social media.

4

## Share your page

Share your JustGiving page at your party so people can donate. You can use your QR code which will take invitees directly to your page.

## Top Tea Tip

A game like 'guess the number of tea bags in the jar' is a great way to add an extra splash of fundraising to your tea party. Charge £2 per guess, and closest wins a prize of your choice. Download the game from our Party Pack!



5

### Plan your fundraising games

We have a fundraising game you can download from our Party Pack, or you could run a quiz, a raffle or guess the weight of the cake game ... the options are endless!

6

### Download your decorations

Set up your table- top decoration, which will tell your tea crew what their donation can do. Bunting and food cards are also available to download from our Party Pack.

7

### Stock up on tea

It's time to shop, bake and make. Sandwiches, scones, fruit and cake are all yummy tea-time treats, and of course, don't forget the tea!

8

### Get your par-tea started!

Your tea tribe has arrived. Put the kettle on, pour the tea and turn your tea and cake into cash!

### Top Tea Tip

Let your invi-teas know how much you raised with our downloadable thank you poster. It's also a good excuse to ask those who weren't able to join to give a donation.



## 'Spill the tea! #NHSBigTea

Finally, we want everyone to see how much fun you had at your NHS Big Tea party. So, don't forget to tag us!



DudleyGroupNHSCharity



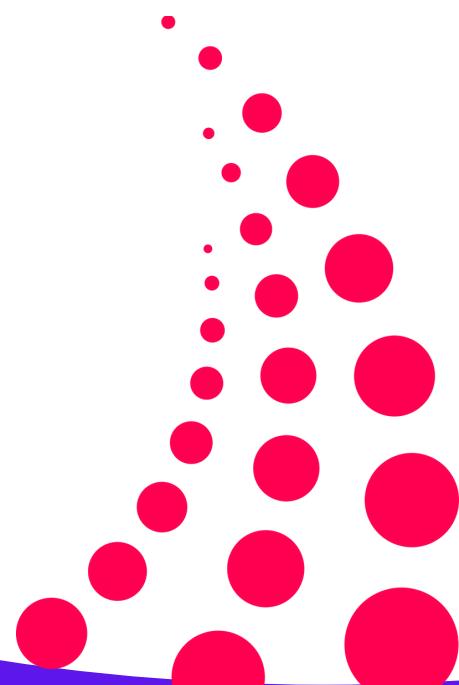
DGNHSCharity



dgnhscharity



Dudley-Group-NHS-Charity



After you've baked, brewed and poured, it's time to add up your fundraising and marvel at your achievement.

## Paying in your fundraising

### ONLINE

The quickest, easiest way to collect funds is via our JustGiving page - [www.justgiving.com/campaign/big-tea-dudley](http://www.justgiving.com/campaign/big-tea-dudley) 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

## Thank you, your cuppas will change lives

Some of the key projects we fund support NHS staff, the beating heart of our health service who often put their patients' needs above their own. The last few years have been particularly traumatic, with many staff feeling burnt-out, anxious and exhausted.

With your help, we can be there for them when they need it most. Thank you.

Here's how your NHS Big Tea party could help:

**£20**

Could help pay for a one-to-one mental health counselling session.

**£50**

Could help provide training in peer-to-peer support, so everyone can be there for each other.

**£150**

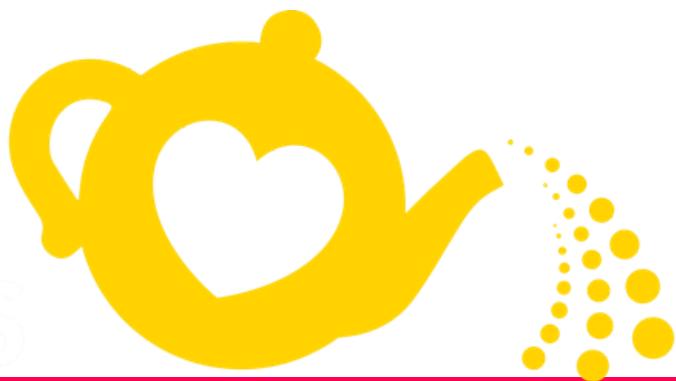
Could help fund a sleep pod for NHS staff so they can rest after long shifts.

**£500**

Could go towards a wellbeing room, where wonderful NHS workers can recover.



NHS



# BIG TEA Checklist



## **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 in our Party Pack ready 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!

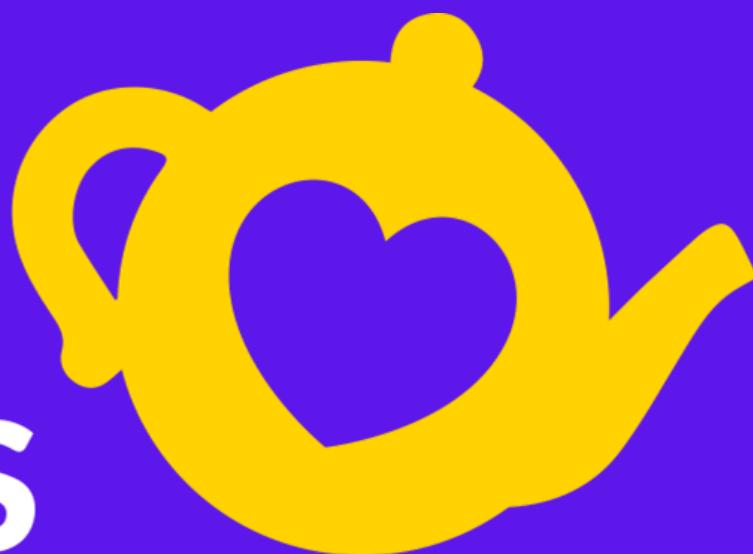


## **Spill the tea! #NHSBigTea**

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.



The Dudley Group  
NHS Foundation Trust



NHS

# BIG TEA

IT'S TIME TO GET THIS  
PAR-TEA STARTED!

**:D** Dudley Group  
NHS Charity

Russells Hall Hospital, Dudley DY1 2HQ

[dgft.fundraising@nhs.net](mailto:dgft.fundraising@nhs.net)

01384 244349

Charity Number: 1056979

# 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**



**LET'S GET  
BREWING!**



Fold  
here



# 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

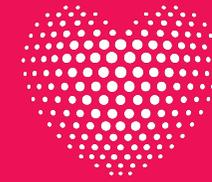


Display your teapot proudly in the centre of your table.

# FOOD CARDS

 Cut out and fold

 <b>BIG TEA</b> SHN	 <b>BIG TEA</b> SHN	 <b>BIG TEA</b> SHN
<input type="text"/>	<input type="text"/>	<input type="text"/>
£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>
 <b>BIG TEA</b> SHN	 <b>BIG TEA</b> SHN	 <b>BIG TEA</b> SHN
<input type="text"/>	<input type="text"/>	<input type="text"/>
£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>
 <b>BIG TEA</b> SHN	 <b>BIG TEA</b> SHN	 <b>BIG TEA</b> SHN
<input type="text"/>	<input type="text"/>	<input type="text"/>
£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>



SUPPORTED BY  
NHS  
CHARITIES  
TOGETHER

# NHS BIG TEA



## LET'S GET FUNDRAISING!

Here's a great way of adding a splash of fun to your NHS Big Tea party as well as a boost to your fundraising total.

- 1** Find a jar and fill it to the brim with teabags.  
(If you don't have a jar, any see-through container will do.)
- 2** Print off the following page and display it next to your jar full of teabags.
- 3** Invite your tea party guests to make a donation and have a guess at the number of tea bags.
- 4** Once all guesses are in, reveal the correct number of tea bags contained in the jar, announce the winner and present them with a prize of your choice.







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# 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:**

 Snap & share #NHSBigTea



The NHS Big Tea has been developed by NHS Charities Together, for the benefit of our NHS charity members across the UK.  
NHS Charities Together is the Trading name of the Association of NHS Charities.  
Registered Charity No 1186569 (England & Wales) and SC050716 (Scotland). Charitable Company No 12325259.