

Your Tea in a Tent 10 top tips

1 Host your event, your way

Find a suitable venue, perhaps a garden, by the sea, a local park or under a bandstand. Think anywhere where you can gather people under a shelter (a gazebo, canopy, a hall or even a marquee!) to enjoy tea, cake and tasty treats.

2 Make sure rain doesn't stop the day!

Make sure you have an indoor or under-a-cover Plan B in the event of inclement weather.



3 Check if you need permissions

Make sure appropriate permissions are in place when using public spaces.

4 Get it in the diary and spread the word

Invite your friends and family and make sure everyone has it in their calendar. Help raise awareness by contacting your local paper and posting on your local Facebook group. You can find a press release template on our Tea in a Tent webpage: shelterbox.org/tea

5 Download fundraising materials

Go to the Tea in a Tent webpage to download fun materials to help conversations – and donations – to flow.

6 Get everything ready

Bake or buy your cakes, and ask your friends to bring some too. Ask for ingredient lists in case of people's allergies. Put up a tent or, to make it easier, just some tables and chairs in your chosen venue. Put the kettle on for tea, coffee and non-caffeinated options.



7 Celebrate the Rotary ShelterBox partnership

Help promote our Rotary, ShelterBox partnership by downloading materials and ordering leaflets on the Tea in a Tent webpage.



8 Collecting donations

- Set up a fundraising page as your Rotary club at: www.justgiving.com/campaign/tea2025 Encourage guests to donate using the link and QR code provided. This makes collecting Gift Aid much easier
- Use a pot (maybe a teapot!) for cash donations
- Or have a supply of Gift Aid envelopes, ordered from our webpage, and provide pens for those wishing their cash donation to go further.

9 Pay in the money raised

If using Just Giving, the donations will come straight through to us. When making a BACS transfer, please send an email to finance@shelterbox.org first and also post any Gift Aid envelopes at the same time using the return envelope provided. If paying in by cheque or card, please use the form at the base of the letter.



Whatever you raise will help provide shelter after a disaster.

10 Don't forget to thank people

Make sure you leave everyone with a nice warm glow by letting them know how much you raised. Perhaps with a nudge to hold their own Tea in a Tent. Please also email any snaps to rotaryrequest@shelterbox.org for us to share on social media.



To find out more and download and order materials, visit: shelterbox.org/tea

Or scan the QR code.

Food Safety

Please keep to basic rules for safe preparation, storage, display and cooking of food. Check, too, if your guests have any allergies. For useful advice, visit the Food Standards Agency website: www.food.gov.uk

