

Planning Your Coffee Morning

>> Step-by-Step

One month before:

- o choose date and time
- o draw up guest list
- o email invitations with RSVP date
- o email reminders weekly
- o update guest list as replies arrive

One week before:

- o decide what to bake based on final number coming
- o shop for ingredients if necessary
- o choose your written coaching activity - print out enough copies
- o choose your creative activity - make sure you have everything you need (see separate checklist for Affirmation Cards materials)
- o make up your marketing packs (see separate checklist)

One day before:

- o bake your goodies
- o make sure your venue is clean and ready
- o double check all your supplies

Early on the day:

- o transport everything to your venue
- o set up your refreshments table
- o set up your work tables
- o have sticky labels and a big marker pen ready to make name tags

Enjoy your Coffee Morning! For reference, mine went something like this:

- arriving, meeting and greeting, name tags
- hot drink, some yummy baked goods, and lots of chatting
- completing the written activity
- starting the creative activity
- BREAK for another coffee, more baked goods, and more chat
- continuing the creative activity
- taking photos of work produced
- packing up and fond farewells

>> *Refreshments Checklist*

- o coffee
- o tea
- o decaffeinated tea & coffee
- o herbal teas
- o bottled water
- o juices
- o milk
- o sugar
- o mugs
- o teaspoons
- o kettle
- o home baking (cake, cookies, squares, etc)
- o serving plates/cutting board
- o large knife to cut cake
- o small plates for serving
- o dessert forks
- o napkins