

How to host a coffee morning

Coffee mornings are a great way to bring your community together. Whether it's a regular event, a fundraiser to support a charity or simply a one-off event, coffee mornings are the perfect opportunity to spend time with friends and get to know people in your community.



Shopping list

What you'll need

- Coffee, tea, sugar and sweetener
- Milk – dairy and a dairy-free alternative
- Biscuits and cakes or ingredients
- Plates, cups, cutlery and napkins
- Cake stands
- Small boxes for guests to take cakes away
- Cleaning products

Event essentials

What you'll need

- A risk assessment form, if the event isn't at home
- Allergy cards – every food item should have a card that lists its ingredients. This is to keep people with allergies safe
- First aid kit

Timings

It can take around four weeks to organise a coffee morning. We've put together a suggested timeline with to-do lists to help you get started.

4 weeks before:

- Choose a date and time for the event
- Find a venue – if you're not hosting the event at home, see if there's a community centre or hall available near you by visiting camden.gov.uk/community-centres
- Ask friends or neighbours to help you organise the event

3 weeks before:

- Promote your event to invite people in your community. You could also share the event on social media
- Find volunteers to bake cakes

2 weeks before:

- Complete the risk assessment if the event is outside of your home. You can find a template on hse.gov.uk
- Meet with your volunteers to let them know what their responsibilities are
- Organise the equipment you need – for example, cake stands, cups, plates, cutlery

1 week before:

- Check that the volunteers are still baking cakes or bringing food, and remind them to label their food with a list of ingredients
- Buy everything you need for the event

2-3 days before:

- Pack all your equipment, decorations and first aid kit
- Check that the bakers and volunteers are all set to go and ask them to arrive earlier than the event starts
- Create the allergy cards – each food item should have its own label listing its ingredients

On the day:

- Meet your volunteers before the event starts
- Set up the venue together – decorate, lay out the food, plates and cutlery and arrange the tables and chairs etc.
- Clearly display the ingredients labels on the cakes and other food
- Enjoy yourself!

After the event:

- Ask your volunteers to help clean up
- Leave the event space clean and tidy
- Take everything home with you



Raising money for a good cause?

If your coffee morning is for charity, holding a raffle or baking competition is a good way to boost your fundraising.

Make your coffee morning planet-friendly

We all have a part to play to looking after the environment. Try to use recyclable or biodegradable equipment like plates and cutlery and remember to recycle everything that can be – find out what can be recycled at camden.gov.uk/what-goes-in-bins