



# Gather share give

## PLANNING CHECKLIST FOR YOUR MORNING TEA

- SET A DATE**  
Decide on your date as soon as possible and send a save the date to your guests!
- THEMING**  
Think about whether you would like to theme your event, take a look in your Host Guide for theming ideas.
- INVITES**  
Download invites from the downloads and resources section on the website or create your own. You may wish to remind your guests to bring some cash for entry fee or games.
- DONATIONS**  
Be sure to share your fundraising page with your guests to get the donations rolling in early. Those who can't make your event may also wish to make a donation.
- GAMES**  
start thinking about games to play on the day. There is a selection of games in the downloads and resources page which you can print and play at your event.
- PRIZES**  
Source prizes for the winners of your games, you can ask local businesses for a donated prize or you could buy Australia's Biggest Morning Tea merchandise to use as prizes.
- RECIPES**  
Plan your recipes for your event, you may wish to do a trial run before the day if it is a recipe you haven't tried before. There is a selection of recipes on the Australia's Biggest Morning Tea website to help with inspiration.
- MOTIVATE**  
Send your guests a reminder for the event. You may wish to include one of the recipes you will be using on the day to get them excited.
- PREPARE**  
A day or two before your event, start cooking any recipes which can be prepared in advance. Start making your bunting and begin decorating in advance if you can to save time on the day.