



Drink Tea · Make a difference

## CHECKLIST

### BEFORE

1	Decide on your venue, time, date for your mothers2mothers (m2m) Wonder Women Tea.	✓
2	Decide which of the Wonder Women (and men!) in your life you are going to invite and how – will it be through invitations, emails, texts, social media or in person?	
3	If you are holding your Wonder Women Tea at work or in a public place, make sure you tell your local media and promote your event in newsletters or on notice boards of libraries, schools, shops and cafes.	
4	Recruit helpers to serve cakes, pour tea and collect donations.	
5	Get plenty of tea and cake! If there are any keen bakers in the family, why not ask them to bake a couple of cakes for you? Local businesses may even be happy to donate tea and cakes, so don't be afraid to ask!	
6	Can you boost your Wonder Women Tea takings? Why not hold a raffle or tombola or organise party games?	
7	Email <a href="mailto:community@m2m.org">community@m2m.org</a> to request m2m materials to display on tables during your tea.	



### DURING

1	Get your cups and saucers ready. Make sure you also have plenty of spoons, forks and plates.	✓
2	Appoint someone to be in charge of donations and collecting names and email addresses. You can make your money go further and ask your tax paying guests to tick the gift aid form.	
3	Ask each guest to make a small donation - maybe collect their cash in a tea pot!	
4	Download and play a video from m2m's YouTube gallery to show the incredible work Mentor Mothers do.	
5	Share your photos on Facebook and Instagram by using #m2mWWTea and #weareallwonderwomen.	
6	Encourage your Wonder Women (and men!) to host their own tea by sharing the leaflets.	



# AFTER

1	Celebrate the success of your Wonder Women Tea by thanking your guests via email or social media. Tell them how much you raised and what impact they will have by sharing a video from our YouTube channel.	✓
2	Send your photos to <a href="mailto:community@m2m.org">community@m2m.org</a> and let us know how you got on. We would love to share your stories and pictures on our website and social media.	
3	<p>Send in the money you raised, using one of the following methods (so we can see your donations and send you a proper thank you note).</p> <div data-bbox="365 667 488 792"> </div> <p><b>Online</b></p> <p>We are all set up on JustGiving, VirginGiving and CrowdRise for you to create a page. By using these platforms, make donating easier for your friends and family and stay connected to other fundraisers by joining the m2m community! Kick start your fundraising journey by searching 'mothers2mothers', selecting it as your charity and following the instructions to set up your page.</p> <div data-bbox="365 1048 488 1173"> </div> <p><b>Phone</b></p> <p>If you would like to pass on your donations to us by making a credit card payment over the phone, please call us on +44 203 867 7120 and our team will be able to assist.</p> <div data-bbox="365 1312 488 1438"> </div> <p><b>Post</b></p> <p>Please make cheques payable to mothers2mothers (UK) Ltd, and send to Unit 21, St. Mark's Studios, 14 Chillingworth Road, Islington, N7 8QJ, United Kingdom.</p>	



#m2mWWTea  
#weareallwonderwomen

**WONDER WOMEN**

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