WELSH AFTERNOON TEA

A guide to hosting your own fundraising event

north west cancer research

Hosting your own Afternoon Tea

So you've decided to host an Afternoon Tea in aid of North West Cancer Research - great choice!

We've got you covered in this jam-packed event guide.

This pack includes:

- Cupcake recipe
- Cake recipes - including Bara Brith and Welsh Cakes!
- How to set up an online fundraiser
- How to get your money to us
- How to host your event virtually
- How to promote your event
- Event boosting ideas
- Sponsorship Form
- Social media images
- Poster
- Invitations
- Menu template
- Cupcake toppers

Don't Forget!

You can find your social media graphics inside the download file.

They're ready for use on Facebook, Instagram, Twitter or wherever else you like to share photos!

If you have any queries or need some extra support, please email **Carol@nwcr.org**

Thank you for choosing to fundraise for North West Cancer Research, your support is helping us in our mission for a cancer-free future.

north west cancer research

nwcr.org info@nwcr.org

CUPCAKE RECIPE

Makes: 24
Time: 35 mins

Ingredients

- 250g unsalted butter, softened
- 250g caster sugar
- 250g self-raising flour
- 3.5 TBSP milk
- 0.5 TSP vanilla extract
- 4 medium eggs

Instructions

1. Pre-heat oven to 180c
2. Beat butter into a bowl until softened
3. Add the sugar, flour, salt, eggs, milk and vanilla extract and whisk until the mixture is smooth, either by hand or with an electric mixer
4. Use an ice cream scoop or two spoons to divide the mixture evenly between 24 cupcake cases and pop in to 2 x 12-hole muffin trays
5. Place both muffin trays in the oven and bake for 15 minutes, then swap trays around and bake for another 10, or until a skewer or toothpick can be inserted and brought out clean

Notes

Make sure to let your cupcakes cool before decorating.

You could cover in thick double cream, ready made icing or make your own buttercream by mixing icing sugar, unsalted butter and flavouring to your preferred consistency.

Decorate with sprinkles, berries, chocolates, or our special print and cut-out decorations (available in this pack)

PRINT ME!

Recipe adapted from **goodto.com**

CHOCOLATE CAKE RECIPE

Serves: 10 - 12 **Time:** 55 mins

Ingredients

- 200g self-raising flour
- 200g golden caster sugar
- 200g unsalted butter (plus extra)
- 2 large eggs
- 2 TBSP cocoa powder
- 1 TSP baking powder
- 0.5 TSP vanilla extract
- 2 TSBP milk

Instructions

1. Pre-heat oven to 180c
2. Cover two 20cm round baking tins in butter, or line with parchment paper
3. In a large bowl, beat together all ingredients plus a pinch of salt, until pale
4. Divid between tins and bake for 20 minutes or until a skewer inserted in the middle comes out clean

Notes

Make sure to let your cakes cool before adding decoration
We've provided two homemade icing options on the next page.

Decorate with sprinkles, berries, chocolates, or our special print and cut-out decorations (available in this pack)

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Recipe adapted from **bbcgoodfood.com**

CHOCOLATE FUDGE ICING

Enough for both cakes!

Ingredients

- 4 TBSP coconut oil (or other vegetable oil)
- 4 TBSP milk
- 230g icing sugar
- 6 TBSP unsweetened cocoa powder

Instructions

1. Once your cake comes out of the oven, gently heat the oil and milk in a pan and stir
2. Continue and add your icing powder and cocoa - stir until smooth and glossy
3. While your cake is warm to the touch (not hot) pour your icing over. You might want to poke some holes in the cake so the icing seeps in

CHOCOLATE BUTTERCREAM

Ingredients

- 100g milk chocolate, chopped
- 200g unsalted butter, softened
- 400g icing sugar
- 5 TBSP cocoa powder
- 2 TBSP milk

Instructions

1. Put the chopped chocolate in a heatproof bowl and melt in the microwave, stirring every 30 seconds until melted
2. Mash the butter and icing sugar together with a fork, then mix with wooden spoon or electric mixer
3. Sift in the cocoa powder with a pinch of salt and pout in the melted chocolate, along with the milk. Mix again until smooth
4. On a cake stand or large plate, sandwich the cakes together with half of the buttercream in the middle and then spread the rest on top or smother on top of each cake, for two separate cakes

BARA BRITH RECIPE

Serves: 8 - 10 Slices **Time:** Prep 15 mins, Cook 1 hour

Ingredients

- 400g mixed fruit (sultanas, raisins, currants)
- 300ml strong hot tea
- 250g self-raising flour
- 1 tsp mixed spice
- 100g dark brown muscovado
- 1 free range egg, beaten
- Honey to glaze

Instructions

1. Put the dried fruit in a bowl and pour over the tea, mix in the sugar and stir well to dissolve. Leave to soak for at least 6 hours or overnight.

2. Next day, sift the flour and spice into the soaked fruit (no need to drain the tea) and stir in the egg. Blend well together.

3. Preheat the oven to 180c / Gas 4. Line a 900g loaf tin with bakewell paper and pour in the mixture.

4. Bake for approxiately 1 hour until the cake has risen and cooked through. Leave to cool on a rack and store for 2 days before eating. Servce sliced with butter.

Notes

This mixture can be doubled to make 2 loaves and will keep for up to 7 days.

Warm a little honey to drizzle over the surface of the warm cake for a glazed topping.

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Recipe adapted from **visitwales.com**

WELSH CAKES RECIPE

Serves:10 - 12 Cakes **Time:** Prep 10 mins, Cook 4-5 minutes each

Ingredients

- 8oz self raising flour
- 2oz caster sugar
- 4oz butter
- 1 or 2 handfuls of sultanas
- 1 or 2 free range eggs

Instructions

1. Sieve flour into a bowl, add butter, rub in finely together.
2. Add sugar and sultanas then mix.
3. Add 1 egg and mix. The consistency needs to be bound together, so if too dry add the other egg.
4. Roll out on a floured board, to about a quarter inch thick.
5. Cut using 2 inch (approx) cutter, then cook on a greased pan on a medium heat for about 4 to 5 minutes each side.

   Exact cooking time will depend on what you're cooking your Welsh cakes on. Keep a close eye on them - too short a period and they won't be cooked in the middle, or cooked for too long and they will be dry. When touched during cooking they should feel springy, but not wet to the texture and no mixture should come out of the middle.

Notes

Once cooked dust with more caster sugar and enjoy!

PRINT ME!

Recipe adapted from **visitwales.com**

Start Fundraising

Once you've let everyone know about your **Afternoon Tea** it's time to start fundraising. You can collect money on the day with sponsorship forms or online using a fundraising website.

Just Giving

- Head to **justgiving.com/nwcr** and click 'Fundraise for us'
- You'll be asked to sign in - you can sign up with your email or click 'Continue with Facebook' to use your Facebook login
- Click 'Doing your own thing' in the bottom right
- Fill in the form, selecting 'something else' under event type
- Choose your web address - this is the link you'll be sharing with friends and family when asking them to donate
- Click 'create your page'
- Job done! Your Fundraising Page is now set up and ready to accept donations. Just Giving will send any money you raise straight to us.

Facebook

- Head to **facebook.com/northwestcancer** and click 'Fundraisers'
- Click on to 'Create a Fundraiser' and from here you can create your fundraising page
- We've provided a cover photo to use alongside this pack - just save to your device and upload
- When it's all filled in click create and now you're ready to share with your friends and raise money right inside Facebook who will send all donations straight to us

Don't Forget!

You can edit your page by clicking your icon in the top right and selecting 'your fundraising'.

From there you can click 'edit this page'. Be sure to include as much detail as possible for those donating, maybe even your reasons for supporting us!

Fundraising Offline

Don't worry if you're fundraising offline or collecting on the day. You can use our sponsorship forms to keep track of all your donations and make sure we can make your donation go even further by claiming Gift Aid.

Simply send your complete sponsorship forms to:

Fundraising Team
North West Cancer Research
200 London Road
Liverpool
L3 9TA

Or tally up your total and donate it altogether at:
nwcr.org/donate

Gift Aid It

Did you know you can make your money go further without having to do a thing? Remind your sponsors to tick the Gift Aid box and supply their address on your sponsorship forms, or tick the Gift Aid box online.

If you're a UK taxpayer, every pound you donate is worth £1.25 to us.

Double Your Money

Get your employer in on the action with Matched Giving.

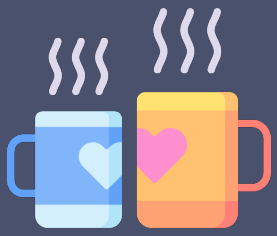
Many companies will pledge to match the fundraising totals of their employees, so check if your employer offers it. It's a super easy way to boost your fundraising total.

Your Event, Your Way

Whether you're adding a few small touches or going as big as possible, there's plenty of ways to add a personal touch to your Afternoon Tea.

Decorate!

Add some decoration to your event with our print and cut-out cupcake toppers or pick a theme.



Afternoon Tea with a twist

Why not send out special Afternoon Tea packages ahead of your virtual meet-up?

They could include mini cakes, recipes, teabags, props - anything you know your guests will love!

Charge a small fee to increase fundraising totals.

Mix & Match

Add another element to your event and mix with some of our other fundraising ideas. Liven it up with our Quiz Night or start a 'Finer Things' club and combine with our Book Club pack.

Shout About It

Whether you're inviting your closest friends or it's the more the merrier, get the word out about your Afternoon Tea!

Social Media

Use our ready made social media graphics (included in this pack) to post about your Afternoon Tea on your Facebook, Instagram and Twitter. Or set up a Facebook event full of all the details and invite your friends.

Email

Send out your event invitation or virtual event link to your friends via email with our template message (included in this pack).

Posters

Trying to spread the word? Print off one of our event posters (included in this pack), fill in the details and put up in your workplace or local community spots.

Fundraising Page

Don't forget to share your fundraising page link on your social, by email or even add it to your poster to boost your fundraising. Even those that can't make it might still support you!

Invitations

Like doing things the traditional way? We've included printable invitations in this pack. Simply fill in your event details (we've left some space for a fundraising link too!) and pop in the post.

Message Templates

Copy and paste to your friends and family, change as you see fit and get more people involved in your Afternoon Tea!

Email

Hi [Name]

You're invited to an Afternoon Tea in aid of North West Cancer Research!

On [date of event] I'll be hosting an Afternoon Tea to raise money for much needed cancer research across the North West and North Wales.

North West Cancer Research are an independent charity dedicated to putting our region's cancer needs first, funding pioneering research to tackle the cause, improve the care and find the cure for cancer.

Hope you can join me for Afternoon Tea and to fundraise as much as possible for such a great charity! If you would like to make a donation, you can do so at: [fundraising link].

Let me know! [Insert Facebook event link or your contact details].

See you soon - [Your Name]

Social Media

Join me for Afternoon Tea in aid of @northwestcancer!
When: [date and time]
Where: [location/virtual meeting details]

I'm raising money at [fundraising link].

[Include your contact details or Facebook event link].

Join us for our charity

Afternoon Tea

to support life-saving cancer research in our region

When: _____

Where: _____

Price: _____

north west cancer research

Registered Charity No. 519 357

nwcr.org

north west cancer research

SPONSORSHIP FORM

Name: _____ Email: _____

Phone: _____ Event Name: _____ Event Date: _____

Address: _____ Post Code: _____

Thank you for your donation. Please fill in the form with the amount you're giving and your home address. If you're a UK tax payer, please tick the Gift Aid box and each £1 you donate will be worth 25p more.

giftaid it

Full Name	Address	Post Code	Giftaid it	Sponsor Total	Date Paid	Hear from NWCR*
Jamie Lancaster	62 Kings Lane	L5 2WF	✓	£10.00	12/1/20	✓

north west
cancer research

SPONSORSHIP FORM

Full Name	Address	Post Code	Giftaid it	Sponsor Total	Date Paid	Hear from NWCR*
Jamie Lancaster	62 Kings Lane	L5 2WF	✔	£10.00	12/1/20	✔

Total Donation £

GET CONNECTED

For more information or any queries, please get in touch with NWCR.

@northwestcancer

@northwestcancerresearch

www.nwcr.org
0151 709 2919
info@nwcr.org

Giftaid Declaration
If I have ticked the box headed 'Giftaid It', I am a UK taxpayer and understand that if I pay less Income Tax and/or Capital Gains Tax than the amount of Giftaid claimed on all my donations in that tax year, it is my responsibility to pay any difference.

****Data Protection**
Please tick the 'Hear from NWCR' box to recieve news and event updates by post. You can change the way you hear from us or stop recieving communication at any time by emailing info@nwcr.org or calling 0151 709 2919.

Please return this form to: Fundraising, 200 London Road, Liverpool, L3 9TA

Registered Charity No. 519 357

FUNDRAISING REGULATOR

Go Virtual

Whether in person or online, you can make your event a hit by following our fuss-free tips and tricks!

Get Started on Zoom

- Head to **zoom.us/download** to download the desktop app
- Once downloaded open up your app and sign in. you can create an account or use your Facebook or Google accounts
- Click 'Schedule' to set your Zoom up ahead of time
- Once you've filled all the details in be sure to copy and paste the link to all your guests - or send it to their email inbox

Get Started on Skype

- Head to **skype.com/en/get-skype/** to download the desktop app or go to your app store for mobiles and tablets
- Once downloaded open up your app and sign in. You can create an account or use any Hotmail or Outlook account you may have
- Click 'Meet Now' and set up your meeting
- Make sure to copy your meeting link and send to your friends!

Other Alternatives:

Google Hangouts
Facebook Messenger
Houseparty
Microsoft Teams

You're invited to

Afternoon Tea

Date: _____

Place: _____

Price: _____

RSVP: _____

In aid of

north west cancer research

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Afternoon Tea

Date: _____

Place: _____

Price: _____

RSVP: _____

In aid of

north west cancer research

Cupcake Toppers

Cut out and tape to tooth-picks for the perfect cupcake decoration!

Eat Me!

Pick Me!

Eat Me!

Pick Me!

Yum!

Tea Time!

Yum!

Tea Time!

Eat Me!

Pick Me!

Eat Me!

Pick Me!

Yum!

Tea Time!

Yum!

Tea Time!

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Menu