



MENCAP  
**BIG**  
TEA PARTY

Welcome to



Holding a tea party is a great way to raise money for Mencap and to support people with a learning disability and their families. Plus you and your guests will enjoy a fun day – catching up, playing games and of course drinking tea!

## Your party plans

Here are a few hints on planning your party.

**What kind of party will it be?** A small intimate gathering?  
A children's party? A large outdoor event? A work party?

**Where will you hold it?** At home? The town hall? At school?  
The office? Your church hall or social club?

**When?** Try to find a time when plenty of people will be available.

**Will there be a theme?** 1920's? Fancy dress? A garden party?  
A Mad Hatter's tea party?

**How many people will you invite?** Consider your venue and what you will need to provide for each guest.



**Tell your local press about your event to drum up more support. See the press release template in your pack.**

Once you have decided on the details, you can send out your invites (there's a template online at [mencap.org.uk/btp](http://mencap.org.uk/btp)) and start arranging the day!



If you're hosting a big party, why not set up a Facebook page?

## Top tips for your Big tea party



Think of as many ways as you can raise money for Mencap at your party - for example ask your guests to pay for their refreshments or charge them to take part in the fun!



Make sure you have enough crockery and seats for your guests. Borrow from friends and family and get them to help out on the day!



Provide some party food (cakes, biscuits, sandwiches) and perhaps some alternatives to tea (soft drinks, coffee).



Think about some games or activities to break the ice and get everyone talking and in the party mood!



Share your tea party on Facebook or tweet all about it.



# Raising Money for Mencap

Remember to tell your guests that you're raising money for Mencap. Here are a few hints on fundraising and how to make your tea party a success.



Use the BIG Tea Party posters to drum up support.



Ask guests to donate a small amount towards their tea party treats – either per cup or per cake, or a set amount when they arrive. How much will depend on the style of your party and what you think your guests will pay.



Arrange some entertainment (like face-painting, a cake decorating contest or quiz) and ask for a small donation.



Ask local businesses to donate food or prizes for a raffle. Then you can sell raffle tickets.



If you ask a local business for support, remember to tell them its to support Mencap and people with a learning disability in England, Northern Ireland and Wales - and that you'll mention them at your party

If you're holding a raffle, you must follow the legal requirements – go to [www.institute-of-fundraising.org.uk](http://www.institute-of-fundraising.org.uk) and search for raffles and lotteries.

# About Mencap

1.4 million people with a learning disability live in the UK. That includes: **£1,144 million in England, 36,197 in Northern Ireland and 82,509 in Wales.**

Learning disability is not mental illness or dyslexia. People with a learning disability find it harder than others to learn, understand and communicate. People with profound and multiple learning disabilities (PMLD) need full-time help with every aspect of their lives - including eating, drinking, washing and dressing.

**Mencap is the voice of learning disability.**

Our vision is a world where people with a learning disability are valued equally, listened to and included. Everyone is an individual with their own needs, but with the right support children and adults with a learning disability can lead fulfilling lives in the way they choose.

With your help we can give children with a learning disability the best possible start in life, but we urgently need your donations and fundraising support.

A great way to raise funds is by hosting a Big Tea Party. To find out more about Mencap and other ways to support visit [www.mencap.org.uk](http://www.mencap.org.uk)



## Where your money goes

The more money we raise, the more people with a learning disability benefit and are supported to live a fulfilling life.



Could pay for our first visit to a family of a newborn baby with a learning disability, who need advice and support.



Could pay for someone to attend a training session to learn how to use the bus on their own for the first time, so they can be more independent and have the confidence to do more things, like find a job.



Could buy a sensory bubble tube which encourages children to interact. Constant movement and colour changing of bubble soothe and catch the eye creating a calming effect.



Could pay for a specialised chair for children with complex needs.

## Your health and safety

Look after your guests and put some thought into health and safety.

Mencap cannot be held responsible for accidents or illness from the BIG Tea Party. The safety of you and your guests at the venue is down to you, so please take great care and take out any insurance you might need.

## Got a question?

If you have any questions about holding a BIG Tea Party call us on **020 7696 5471** or email [events@mencap.org.uk](mailto:events@mencap.org.uk)

To download or request a free BIG Tea Party pack visit [www.mencap.org.uk/btp](http://www.mencap.org.uk/btp)

## A BIG thank you from Mencap

We just want to thank you for choosing to support Mencap and help us make a difference in the lives of people with a learning disability in Northern Ireland.

The money you raise will help give children with a learning disability the best possible start in life!

The money you raise will help children and adults with a learning disability to have the best start in life and to live life as they choose.

## When the party's over

We hope you and your guests had great fun! Remember to share your stories and pictures on facebook and twitter!  /Mencap  @Mencap\_NI

## What to do with the money you have raised?

There are three simple ways for you to pay in your fundraising money.

1. Send a cheque made payable to:  
Mencap to Fundraising Department, Mencap National Centre, 123 Golden Lane, London, EC1Y 0RT. With your name, address and reference 'BTP' on the back
2. Make an online donation on the BIG Tea Party web page  
[www.mencap.org.uk/btp](http://www.mencap.org.uk/btp)
3. Make a direct payment – get in touch with us for our bank account details:  
contact [events@mencap.org.uk](mailto:events@mencap.org.uk) or call **020 7696 5471**

Why not set up an online giving page at [justgiving.com](http://justgiving.com)? Choose the charity Mencap (charity no 222377) and remember to email a link to your online giving page to the team at [events@mencap.org.uk](mailto:events@mencap.org.uk)



We'd love to hear from you

 020 7696 5471

 Email: [events@mencap.org.uk](mailto:events@mencap.org.uk)

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