



MENCAP'S  
**BIG**  
TEA PARTY

Get together, have fun and  
make a real difference.

**mencap**  
The voice of  
learning disability



## What is it all about?

Mencap's Big Tea Party is all about getting people across the country to organise their own tea party to raise vital funds to support people with learning disabilities, while kick-starting a conversation about learning disability, isolation and how we can all make a difference.

Sadly, we know there are people with a learning disability who miss out on having a social life. A survey carried out by us last year revealed how almost **1 in 3 young people with a learning disability spend less than 1 hour a day outside their homes on a typical Saturday.**

## Get involved: host your own Mencap Big Tea Party

Invite friends, family, neighbours, colleagues, and the person with a learning disability in your life, if you have one. There really is no better time for a party than right now.

# Planning your Mencap Big Tea Party

## What kind of party will it be?

Will it be a small gathering, large outdoor event, work party or children's party?

## Where will you hold it?

Do you want it to be at your home, a local town hall, school, office, church hall or a social club?

## When?

What day, what time and for how long? Try to find a time when plenty of people will be available.

## Will there be a theme?

Giving your party a theme is optional, but it could make it extra special. Popular ideas include 1920s fancy dress, a garden party and an Alice In Wonderland Mad Hatter's tea party.

## How many people will you invite?

Think about your venue and what you will need to provide for each guest. And, of course, make sure you have plenty of lovely tea for everyone.



Tell the local newspaper about your event – use the press release example in your pack or download it at [northernireland.mencap.org.uk/btp](http://northernireland.mencap.org.uk/btp)

# Top tips for a great Mencap Big Tea Party



Provide party food if you can, including cakes, biscuits, sandwiches, and perhaps some alternatives to tea, such as juice or soft drinks.



Make sure you have enough crockery (things like plates and cups) and plenty of chairs.



Ask friends and family to help out on the day, and ask to borrow anything you might need for your party.



Include fun games and activities – such as a raffle, cake decorating contest or face-painting.



Use our free poster we've provided to let people know about your tea party.

## Inviting people to your Mencap Big Tea Party

We've prepared invites, a poster and press release template one which you can download at [northernireland.mencap.org.uk/btp](http://northernireland.mencap.org.uk/btp)



Share photos and stories from your tea party on Facebook or Twitter, and include the hashtag **#MencapBTP**

# Fundraising tips



Tell guests that you're raising money for Mencap and kindly ask for a donation – any amount people give will help to make a difference.



Organise a raffle. Ask local businesses if they would be interested in donating prizes.



Think about whether you'd like to ask your guests to pay for their refreshments.



# How fundraising helps

At Mencap, we make a difference to all areas of the lives of people with a learning disability. That includes supporting friendships and relationships, helping people feel better connected to their communities.

A purple teapot icon containing text.

**£50**

could pay for someone to learn how to use the bus on their own for the first time, so they can be more independent

A purple teapot icon containing text.

**£100**

could pay for a Makaton language programme training session. This may be the only way some parents can communicate with their children.

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**£200**

could pay for a special day out at an activity centre for young people with a learning disability, helping to boost their confidence and learn new skills

# About Mencap

Mencap is the UK's leading learning disability charity.

We're here to improve the lives of people with a learning disability and their families now, and fight alongside them for a better future.

Our vision is a world where people with a learning disability are valued equally, listened to and included.

## What is a learning disability?

A learning disability is a reduced intellectual ability and difficulty with everyday activities – for example household tasks, socialising or managing money – which affects someone for their whole life.

People with a learning disability tend to take longer to learn and may need support to develop new skills, understand complicated information and interact with other people.

## Health and safety at your Mencap Big tea party

Please look after your guests and think carefully about health and safety. Mencap cannot be held responsible for accidents or illness that may occur at your 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.

## Donating the money raised at your tea party

1. Send a cheque made payable to:  
Mencap, Mencap Centre, 5 School Road, Belfast, BT8 6BT.  
Include your name, address and reference 'BTP' on the back.
2. Make a donation online at:  
[www.northernireland.mencap.org.uk/btp](http://www.northernireland.mencap.org.uk/btp)
3. Make a direct payment – get in touch with us for our bank account details:  
Contact [fundraising.ni@mencap.org.uk](mailto:fundraising.ni@mencap.org.uk) or call 028 9069 1351
4. Set up an online giving page at [www.justgiving.com](http://www.justgiving.com) and ask your guests to donate online.



# Thank you

Thank you for choosing to support Mencap. With the money you raise, we can help people with a learning disability to lead fulfilling lives.

Good luck with your tea party, and let us know how it goes.

If you have any questions about organising a tea party, or would like any other information about Mencap or learning disability, please get in touch:

- ☎ 028 9069 1351
- ✉ fundraising.ni@mencap.org.uk
- 💻 www.mencap.org.uk/NI
- 📘 /MencapNI
- 🐦 @Mencap\_NI

#MencapTeaParty

Charity number 222377 (England, NI and Wales); SC041079 (Scotland)