



## Create a rocking Big Tea Party to celebrate the Queen's Platinum Jubilee!

1. **Get a date in the diary** – first things first, pick your date and location so everyone can start getting excited!
2. **Spread the word** – Send out invites to your friends, family or colleagues. Post about it on social media and pop-up posters.
3. **Plan your menu** – As well as a refreshing cuppa, this could be anything from a simple tray bake to a lavish spread of scrumptious cakes, yummy scones and sandwiches. It's your Big Tea Party so do it your way.
4. **Get crafting** – Use Mencap's resources to create decorations for your celebration.
5. **Get people to help** – whether they help with baking, organising raffle prizes or making tea on the day, a helping hand can go a long way.
6. **Support Mencap** – Request a donation box via [community.fundraising@mencap.org.uk](mailto:community.fundraising@mencap.org.uk) to add to your table, to collect any donations on the day or display a QR code to be able to accept digital donations.





## Thank you for celebrating with Mencap!

### Paying in

If you raise funds on the day we would love the chance to say thank you, so let us know when you make a donation via [community.fundraising@mencap.org.uk](mailto:community.fundraising@mencap.org.uk)

### Pay in online

<https://secure.mencap.org.uk/en-gb/pay-your-fundraising>

### Pay in by post

Send a cheque (payable to Mencap) to: Supporter Care, Mencap, 123 Golden Lane, EC1Y 0RT

### Pay in by phone

Call us on 0845 077 0777 Lines are open 9am - 5pm Monday to Friday

### Pay in by BACS

Sort Code: 20-36-47

Account code: 40004995

Account Name: Mencap

Bank: Barclays



Registered with  
**FUNDRAISING  
REGULATOR**