



Your quick guide to holding a Be a Friend tea party

Thank you for considering to host a *Be a Friend* tea party!

Did you know that **over five million older people are affected by loneliness** and this number is on the rise? The good news is we know that **something as simple as a cup of tea and a chat** can make people feel less alone, help people get to know each other and start to bring communities together.

As part of our campaign to change the future of loneliness, we need Friends like you to **host a *Be a Friend* tea party**. Whether it's a small gathering to get to know your neighbours, or a bigger event to reach out to your whole community, this quick guide and accompanying resources will help get you started.

So, you've decided to host a *Be a Friend* tea party, but what do you do now? Below is a list of things to think about, simply **pick and choose the bits that are useful** to you depending on the size of your event and what you want to get out of it.

As soon as possible:

- Get a planning group together.
- Invite partner organisations.
- Make a plan with a timeline.
- Set a budget – do you need to fundraise?
- Decide the date and venue.
- Plan publicity.





Then:

- Invite guests.
- Plan food and drink.
- Identify or book a photographer.
- Advertise your tea party if it is open to the public, or send out invites.
- Confirm who will help out on the day.
- Send a media release to the local press.

On the day:

- Set up and decorate your venue.
- Get the tea, cake and conversation flowing.
- Relax and enjoy yourself!

Afterwards:

- Thank the people who helped out.
- Have a quick catch up with your planning group.
- Send your stories and a couple of photos to info@beafriendtoday.org.uk.
- Start planning your next tea party!

Top tips:

1. If baking's not your thing, or you're looking to save time and money, see what your local shops can donate.
2. If you're already hosting an afternoon tea or get together, why not turn it into a *Be a Friend* tea party?
3. If your tea party is open to the public, think about how you can publicise it to older people in your community. Think about contacting sheltered housing, local charities and community groups.
4. Incorporate a bit of fun and fundraising into your event by holding a cup cake decorating competition, a raffle or a tea and cake themed quiz.

Resources

Posters, invites and make-your-own *Be a Friend* bunting sheets are available to download from the website: www.beafriendtoday.org.uk.



Just add tea!



You're invited to a Be a Friend tea party

Date:

Time:

Venue:

Details:

Contact:

 FriendsElderly

 @friendselderly


Friends
of the Elderly

Registered charity 226064

Friends of the Elderly's *Be a Friend* campaign is encouraging people to get to know each other within their communities.

For information about hosting your own tea party, visit:

www.beafriendtoday.org.uk

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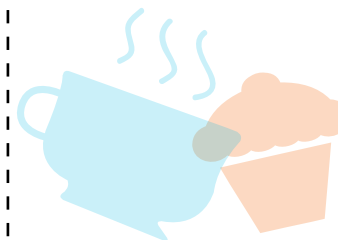
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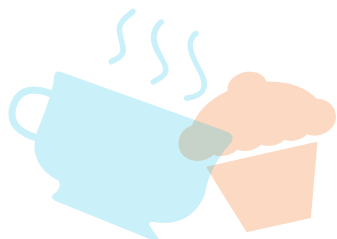
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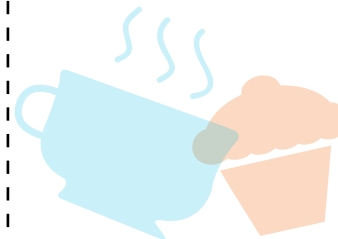
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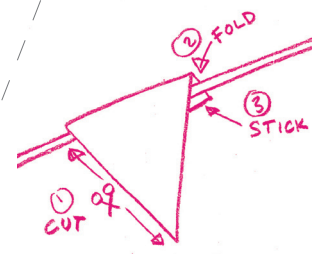


#beafriend

Be a Friend



#beafriend



To make your bunting:

- Cut around the dotted line
- Fold the top over some ribbon or string and secure with glue, staples or tape.

#beafriend

Be a Friend



#beafriend