

PUT THE KETTLE ON

to help us beat brain tumours



A short guide to holding a tea-riffic tea party

thebraintumourcharity.org



WELCOME

to the tea party!

We're so glad you've signed up to hold a tea party. Every penny you raise will help bring us closer to a cure and provide support to those affected. You'll also be spreading the word in your local communities, raising awareness so that as many people as possible know about the symptoms and devastating effects of brain tumours.

To help you organise your tea party, we've developed this short guide which is packed full of tips on planning, fundraising and choosing a theme. We've also included a few delicious cupcake recipes to get you started, as well as a special 'Brew-o-meter' which guests can use to choose their perfect cup of tea!

Remember that you can always get in touch with us at fundraising@thebraintumourcharity.org if you have any questions or suggestions. We'd also love to share photos of your tea party on our social media profiles to inspire others, so please do send them in.



**Have fun, good luck with your party
and a big thank you for your support.**



"We had a tea party at our local church to raise money for research and we were amazed at the response from our friends and people we didn't even know who gave generously. Thank you for all you do."

**Gail and Chris,
Tea party 2012**



"We had a great day with people being very generous to the cause and not only that, we had a fabulous raffle."

Linda, Tea party 2012

FIRST THINGS FIRST

How to plan your tea party



1

Decide on your tea party theme

Use one of the ideas we've suggested on page 6 or come up with your own. What would you and your guests enjoy the most?

2

Book the date and venue

Will you hold it at home, at work, in a village hall or even on the golf course? Think about how many people you want to come and give yourself enough time to organise it. Don't forget to tell us your plans on Facebook, Twitter or email so we can publicise it and give you any support you need.

3

Invite your guests

Email, phone, use social media and use our posters to spread the word about your special event. Make sure you tell people why you're doing it to encourage them to support you.

4

Prepare

Bake your cakes and goodies, ask friends to do the same, secure some fabulous prizes for your raffle and decorate the venue for the day.

5

Enjoy the day!

Collect up all the donations and money from sales, entry and fundraising games on the day and send it to The Brain Tumour Charity (see how to do this on page 14). Don't forget to thank everyone for coming and donating items.

TOP TIPS

To help you reach your fundraising target

Getting publicity

We have created some nifty invites and posters that you might like to use to help publicise your event. There are some included in this pack but you can also download them from

thebraintumourcharity.org/teaparties

You will also find a template press release included in this pack, which you can personalise with the details of your party and the reason why you chose to support The Brain Tumour Charity. Before and after your event, send the press release to newspapers, magazines, websites and radio stations in your area. Don't forget to include some photos. Local journalists will often be keen to hear from you and getting your story published will help raise awareness of brain tumours this March.

Get snapping

Make sure you take lots of photos and send them to ***comms@thebraintumourcharity.org***. We'd love to share them on our website, social media and in our newsletters to inspire others. Don't forget to tag us in them if you post them on your own page!

giftaid it

Ask your guests to complete the enclosed Gift Aid form which will enable us to claim an extra 25p for every £1 they donate at your tea party, at no extra cost to them.

Maximise your fundraising

- Sell cakes and baked goodies - make a variety of big and small cakes, sell them on the day and take any leftovers round for local companies to buy.
- Hold a raffle – get in touch with local bakeries, shops, restaurants, spas and beauty salons to ask them to donate a prize for your event and sell tickets on the day.
- Matched funding - speak to your company to see if they will match the money you raise on the day. This is a fantastic way to double your fundraising total.
- Hold a quiz (take a look at the suggested questions we've enclosed in this pack) and charge people to take part. Why not make a delicious cake as a prize for the winner?
- Charge an entry fee for everyone coming along in exchange for a free cup of tea. Cut costs by asking local bakeries, supermarkets and coffee shops to donate food and drink.
- Play games such as 'Guess the tea flavour'. Ask for a small donation to play, blindfold your guests and give them a taste test.

WE'VE GOT YOU STARTED

Simple themes for a fun-tastic tea party!

Choosing a theme doesn't have to be hard work. Have a look at our selection of easy ideas. After you've picked one, all you have to do is send invitations to your guests, set the scene and bake away.



The 1940s party

Get everyone to dress up in their best 1940s inspired clothes. Lay the table with lots of pretty cakes on fine china plates, cups and saucers. Hang bunting and balloons from the ceiling. Put on some swing music and get everyone up for a dance. To decorate the table, why not put some flowers in a teapot?



The teddy bears' picnic

Set out a picnic rug and make sure there is space for the teddy bears to sit. Have paw prints leading up to your house. Make it look like you are in the middle of a forest with fairy lights and pictures of trees around the room. Put on a treasure hunt and place bears around the house holding clues. Buy some face paints and paint the children's faces as teddy bears.

The work party

Put up posters around work letting people know the time, date and venue of your tea party. Send out invitations to different departments in your office to bring everyone together. Ask everyone to make a donation towards the event. Hold a competition to see which department can bake the best cake.



The quiz party

Prepare your own quiz, use the one enclosed or simply dig out Trivial Pursuit or Charades. Invite an even number of people round and put them into teams. Suggest the losing team make an even bigger donation to The Brain Tumour Charity!

The pamper party

Turn your living room into a pampering zone with tranquil music and scented candles. Offer up a range of different treatments for a small donation including face masks, manicures and pedicures. Serve a tantalising menu of detoxing green tea and healthy food. Ask your local beauty salon for any volunteers to offer treatments as their contribution or ask them to donate a voucher that you can raffle.



The holiday party

Choose a particular holiday to theme your party around. How about St David's Day or St Patrick's Day in March, a midsummer day party in June or Halloween in October? How about holding a competition for the best dressed, in exchange for a donation?

The cake sale

Hold a cake sale in your school hall, community centre or local fête and sell your baked goods to raise funds for all those affected by a brain tumour. There are some tasty cupcake recipes on the next page to get you started.



The high tea party

Make it a grand affair with an afternoon of high tea that your guests will love. British and quirky, vintage and floral or traditional and elegant - the choice is yours. Hang up the bunting, lay out the doilies and get out your best cake stands to set the scene. All you need are some scrumptious scones, divine cakes and, of course, the all important tea!

The guilt-free tea party

For the health-conscious of you, hold a tea party that won't tip the scales. How about creating a selection of wholewheat sandwiches, carrot sticks, houmous and flavoured popcorn to offer your guests. Of course, finish off with some healthy bran or fruit muffins. There are so many recipes out there for healthier alternatives to the usual sweet treats, so show your guests how tasty healthy living can be.

Don't feel pressured to make everything yourself. Why not ask your guests to donate some cakes or pop down to the supermarket for some ready-made delights!

THE RECIPE FOR SUCCESS

Your guide to creating the perfect cupcake

We've got you started with a selection of cupcake recipes to tantalise your tastebuds. From the very simple to the more adventurous. It doesn't matter how confident you are in the kitchen, it's time to get creative.



Equipment

The basic items needed are bun trays and paper cases - make sure they are the same size.

Scales

It's important to weigh ingredients and to stick to one set of measures – either metric or imperial – but don't mix the two.

Wire racks

You must transfer the cakes to a wire rack to cool because if they are left in the bun trays after cooking they will steam and the bottom of the paper cases may go soggy.

Piping bags

It is possible to buy re-usable piping bags it's easier to use the plastic disposable type as they don't need cleaning out afterwards. They are made from thick plastic and cutting the tip off will give you a good strong hole for piping lines without the need to use a piping tube.

Piping tubes

The best piping tubes for fine piping are the seamless stainless steel tubes. Larger piping tubes are best for swirls of icing. Keep them in a separate box to the rest of your kitchen utensils so that the piping tips don't get damaged.

Now it's time to get baking...

Plain cupcakes

This is a simple recipe that is the basis for many decorated cupcakes. Makes 12 standard-size cupcakes but half the quantities make 18 to 24 mini cupcakes.

125g (4½ oz) butter, softened

125g (4½ oz) caster sugar

2 medium eggs

125g (4½ oz) self-raising flour

2 Tbsp milk

1 tsp vanilla essence

12 or 24-hole bun tray lined with paper cases

1. Preheat the oven to 190°C/375°F (gas 5)
2. Beat together the butter and caster sugar. Gradually add the egg. Sift in flour and fold in gently. Add the milk and vanilla extract.
3. Divide the mixture between the paper cases and bake in the centre of the oven until the cakes have risen and are just firm to the touch in the centre. They will take about 12 to 15 minutes.
4. Remove the cakes from the oven and transfer them to a wire rack to cool.

Don't forget to make icing for these! We've given you basic recipes on the next page. If you're feeling creative, have a go at inventing your own!



TOP TIP:

Why not make some labels to wrap around cocktail sticks and pop them in each cupcake. They can be names, pictures or simply The Brain Tumour Charity logo. Your guests will love this and it's also very useful for cake sales and competitions!



Chocolate cupcakes

Chocolate cupcakes are always a very popular choice for children – but adults will enjoy these too! Makes 12 standard-size cupcakes but half the quantities make 18 to 24 mini cupcakes

125g (4½ oz) butter, softened

125g (4½ oz) caster sugar

2 medium eggs

100g (3½ oz) self-raising flour

2 Tbsp milk

3 level Tbsp cocoa

12 or 24-hole bun tray lined with paper cases

1. Preheat the oven to 190°C/375°F (gas 5)
2. Beat together the butter and sugar in a bowl until light and fluffy. Add the eggs and milk and sift over the flour and cocoa then beat until the mixture is smooth. Divide the mixture between the paper cases and bake in the centre of the oven until the cakes have risen and are just firm to the touch in the centre. The standard size cakes will take about 12 to 15 minutes and the mini cakes will take 10 to 12 minutes.
3. Remove the cakes from the oven and transfer them to a wire rack to cool.

TOP TIP: How about making chocolate swirl cupcakes by gently folding together chocolate and plain mixture at the last minute?

Icing

Mix 'n' match for the ultimate cupcake combo

Vanilla or chocolate buttercream

This is a quick buttercream icing to make as no cooking time is required. Adding vanilla to the chocolate buttercream helps to enhance the chocolate flavour.

Makes enough for 12 standard-size cupcakes but half the quantities make 18 to 24 mini cupcakes

175g (6 oz) butter, softened

350g (12½ oz) icing sugar

3 Tbsp boiling water

Few drops of vanilla extract

(4 level Tbsp cocoa if you want chocolate buttercream)

1. Beat the butter in a bowl to soften it.
*(Skip step 2 if you're **not** making chocolate buttercream)*
2. Tip the cocoa into a separate bowl, add the boiling water and mix it to a paste, then add it to the butter.
3. Add the icing sugar, boiling water and vanilla extract, and beat until the icing is very smooth.

This buttercream is best made just before it's going to be used but, if it is made in advance, press a sheet of cling film against the surface of the icing and cover the bowl with a damp cloth to help prevent the icing from crusting. Beat well just before using.

Thick glacé icing

This versatile icing can be used on almost any cupcake. Add more or less water to achieve different consistencies.

Makes enough for 12 standard-size cupcakes but half the quantities make 18 to 24 mini cupcakes.

250 – 350g (9-12½ oz) icing sugar

2 – 4 Tbsp water

Liquid or paste food colouring

1. Sift the icing sugar into a bowl and gradually beat in the water, one tablespoon at a time to give a thick, smooth, glossy icing.
2. Colour the icing as required using either paste or liquid food colouring, adding the colour gradually if you are uncertain of its strength.
3. The icing may be made up a few minutes before it is needed. Stir the icing regularly and place a sheet of cling film on the surface and keep the bowl covered with a damp cloth to prevent the icing from crusting over.

TOP TIP

Liquid food colouring should be added drop by drop. Paste colouring should also be added in very small quantities using a cocktail stick or the tip of a knife.

Our favourites...



Strawberries 'n' Cream

These taste best with fresh cream but if it's warm and you don't think the fresh cream will last, you can substitute the cream for buttercream.

Makes 12 standard-size cupcakes.

For the cupcakes:

125g (4½ oz) butter, softened

125g (4½ oz) caster sugar

2 medium eggs

125g (4½ oz) self-raising flour

2 Tbsp milk

6 Tbsp strawberry jam

For the topping:

284ml (10 fl Oz) double cream

2 Tbsp icing sugar

6 medium strawberries, halved

12-hole bun tray lined with paper cases

1. Preheat the oven to 190°C/375°F (gas 5)
2. Beat together the butter and sugar in a bowl until light and fluffy. Add the egg, flour and milk to the bowl and beat until the mixture is smooth. Divide the mixture between the paper cases and bake in the centre of the oven until the cakes have risen and are just firm to the touch in the centre.
3. Remove the cakes from the oven and transfer them to a wire rack to cool.
4. Cut the tops off the cupcakes and spread the cut surface with jam, then replace the tops.
5. For the topping, pour the cream into a bowl and add the icing sugar. Lightly whip the cream until it forms soft peaks, then spoon onto the top of each cupcake. Finish by pressing half a strawberry on top. Keep the cakes chilled until ready for serving.

How to make the perfect cuppa

TB + H₂O at 100°C + 2mins BT + M (10ml) + 6 mins BT = PC (at OT 60°C)



TB = tea bag | BT = brewing time | M = milk | PC = perfect cuppa | OT = optimum temp

Jelly Bean cupcakes

Makes 12 standard-size cupcakes

For the cupcakes:

150g (5 oz) plain flour

150g (5 Oz) caster sugar

175g (6 oz) lightly salted butter, plus extra for greasing

1 ½ tsp baking powder

1 ½ tsp vanilla extract

2 eggs

For the topping:

125g (4 oz) icing sugar

½ tsp vanilla extract

4 tsp water

Few drops of yellow, green and pink food colouring

Jelly beans for decoration

12-hole bun tray lined with paper cases

1. Preheat the oven to 190°C/375°F (gas 5)
2. Put all the cake ingredients in a bowl and beat with a hand-held electric whisk for about a minute until light and creamy. Divide the cake mixture between the paper or foil cases.
3. Bake in the preheated oven for 15 – 18 minutes or until well risen and just firm to touch. Leave to cool in the tin.
4. Mix together the icing sugar, vanilla extract and enough water in a bowl to make a smooth icing. Divide the icing between three bowls and colour each batch with a different food colouring.
5. Remove the cakes from the tin, cover the tops with the different icings and decorate with jelly beans. Leave for 30 minutes for the icing to set.



HOW DO YOU LIKE YOURS?

Get your tea party guests to measure their perfect cuppa against this chart. Then see where you fit in!

SKIMMED ALIVE

EARL GRAY

COLONEL MUSTARD

STRIP TEAS

MOUNTAIN CHIMP

BURNT TOFFEE

IRON BREW

NIGERIAN SUNSET

PEANUT SAFARI

OTHER WAYS WE CAN HELP

We're here every step of the way

This booklet is just the start of your pack! We've enclosed a variety of materials to help your tea party raise as much money as possible:

- **Posters**
- **Invitations**
- **Bunting**
- **Balloons**
- **Collection boxes**
- **Tea party quiz**
- **1 poly banner**
- **Gift Aid form**
- **Press release template**

Some of the materials in your pack are also available to download from thebraintumourcharity.org/teaparties. If you run out, you can also contact the Fundraising team (details on the right).

HELPFUL CONTACTS

Information and Support

0808 800 0004

support@
thebraintumourcharity.org

Fundraising

01252 749043

fundraising@
thebraintumourcharity.org

Marketing and Communications

01252 418190

comms@
thebraintumourcharity.org

Anything else?

If there is anything we haven't covered, or if you have any questions or suggestions, just let us know. Email fundraising@thebraintumourcharity.org

GETTING YOUR MONEY TO US

Thank you for choosing to raise funds for The Brain Tumour Charity. There are many ways to get your money to us.

Send a cheque to our office:

Made payable to:

The Brain Tumour Charity
Hartshead House, 61-65 Victoria Road,
Farnborough, Hampshire GU14 7PA

Pay directly into our bank account:

Lloyds Bank
Sort code **30-93-74**
Account **50290568**
Please put your name as a reference and email donations@thebraintumourcharity.org

Please make sure you send the money you raised **within six weeks** of your event.

If this is not possible, please let us know.

We record your details on our secure database to keep you up-to-date with our work. We never sell or swap your details with any third parties for commercial purposes. You can opt out at any time: thebraintumourcharity.org/privacy-policy

Or pay by credit or debit card:

Either online or over the phone:
thebraintumourcharity.org/payonline
01252 749043

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Please encourage everyone taking part / your eligible sponsors to make Gift Aid declarations (using their home address). We can then claim an extra 25p for every £1 donated.

Questions? Contact us: 01252 749043 / donations@thebraintumourcharity.org



Research | Awareness | Support

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