



## How to host a tea party or just Take 5 minutes within your Trust

Tips, tricks and useful bits so you and your NHS Trust supporters can pour the perfect brew.

### There's never been a better excuse for a brew

The NHS Big Tea is about so much more than sharing a cuppa. It's a national outpouring of love, thanks, and generosity for the people at the heart of our NHS. The people who go above and beyond to care for us. By hosting a tea party at work, or encouraging staff to either host or 'Take 5', you are helping to raise funds that will help support your Trust's charity. This, in turn, will help provide much-appreciated supplies and services that are over and above those that the NHS funds within your place of work. Here are some handy tips to help you make your NHS Big Tea or 'Take 5' the best it can be.

### What are we asking people to do?

There are two main ways to support the NHS Big Tea

- Host a tea party or gathering over a cuppa (following all Covid guidelines, of course)
- Take 5 – a moment to grab a cuppa and an important break when you can

Choose which will work best within your organisations. But we don't want to be too prescriptive. We simply want everyone to get involved in a way that works for them. For some teams, this may just be taking 5 minutes to grab a cuppa during a shift. But even a 'Take 5' is still a brilliant way to show support. For others, it may be a tea party within their department, crew, ward, etc.

As long as everyone follows Covid or Trust guidelines, we can all take some time to reflect, relax and enjoy a little time together for the NHS Big Tea.

## Put the big day in the diaries

Letting everyone know is the key. Here at NHS Charities Together HQ, we'll be celebrating the NHS Big Tea at **3pm on the 5<sup>th</sup> July** – the birthday of the NHS. But feel free to choose a different date or time if it works better for you, your site, teams or colleagues.

Make sure that you speak to your Trust and Charity Communications teams to get the Big Tea on the radar within the Trust. This might be via the intranet, on weekly staff newsletters, or via the weekly team meetings held throughout the Trust. This could even be with posters in every staff room. There are a whole host of ways to get the word out about the NHS Big Tea, and how people can get involved and show support.

## Fundraising and tools for the event

Let's help teams either hosting a tea party or a 'Take 5', by giving them all the materials they might need to take great photos (cuppa in hand), stand out on social media, and make the most of their event.

Below are some items that you can share to help celebrate the NHS's Birthday:

**Posters** inviting people to join the NHS Big Tea or just to 'Take 5'.

**Hints and Tips** just to give people more ideas to make the most of the event.

**Rainbow bunting** to pour a burst of colour over your tea party.

**Cake labels** to make your spread feel extra special.

**Virtual backgrounds** to bring a bit of va-va-voom to a virtual tea party if people can't be together – or work on different sites or offices.

**The tea and toast game** to get everyone guessing and raising a bit of extra dosh.

**The all-important GiftAid form** to collect donations and make them go 25% further.

**Fundraising buckets or goblets.** If you have these within your charity, then give these out for those hosting a tea party. These are the safest way to collect donations to then send into you.

**Set up a JustGiving or Virgin Money Giving page** for those who don't carry cash, or those just on a 'Take 5'. Then everyone can donate easily and securely in their own time.

**After the event** don't forget a 'thank you' poster to show everyone how much has been raised. And to say a big THANK YOU!

## Lay on a few nibbles if you like

If you are hosting a central tea party then think about stocking up all the teatime essentials such as tea, coffee, sugar and a milk of your choosing. Then anything above and beyond that is completely optional! Whether you want to lay on a few treats for the biscuit lovers or a buffet for the big eaters is up to you.

**Please make sure you're following the latest Covid-19 safety guidance issued by your Trust and/or the Government when it comes to sharing food and drink and coming together. And that you check with your Infection Control Teams prior to bringing any food on site.**

**A few things to note:**

- Depending on where you are and what Trust you work for you might want to inform your catering teams that you are bringing food onsite that hasn't been purchased through them.
- Remember to tell anyone onsite who is hosting or helping to support a party to also follow the above, to help all Infection Control teams.

**Hosting online can be just as fun**

If you can't get together in person, don't forget that there are many ways to make a group video call using platforms like Zoom, Webex, 8x8 and Skype. Or for groups of 8 or less, WhatsApp. Just get everyone together on your preferred platform and get the laughter, love, and energy flowing. You could brew a game of bingo, or draw each other's pour-traits. Or, for a game that's as easy as A, B, Tea, see how many teabags you can all throw into an empty mug in 30 seconds. Want to stir it up a bit? Get everyone to do it blindfolded.

Maybe share these suggestions with anyone within your Trust who is supporting your event, so that they can host their own online tea party or 'Take 5' with a team member from another ward, site or crew.

**Spread the word and spread the love for our NHS**

Let everyone know we're brewing a national thank you by sharing your excitement on social media with **#NHSBigTea** and remember to tag your own charity too!

If you send a lot of emails, why not download our special email signature to help build a bit of buzz for the big day. Share it with other team members and the Trust Communications Team too. Maybe ask them to use it as well?

Or if you're more of a real-life-rally-er, you can print off our invite poster, and stick it up in pride of place. Simple but effective.

We hope that the above will help you to raise lots of money for your charity, and make this NHS Big Tea the biggest yet.

**Thank you so much for showing your love, gratitude and generosity – over tea.**