



Your Drink Tea for PKD checklist

Make sure you're ready for the big day with our super handy checklist!

Before the event

- Set a date and send out your invites, either in person using the invites in the pack, or by text or **Whatsapp**
- Create a **JustGiving** page so your guests can make a donation online www.justgiving.com/pkd
- Decide what cakes or bakes you will be making, there a lots of ideas in our cakes and bakes download
- Make sure you have enough cups and plates for all of your guests
- Download any extra materials that you need, such as cake flags, bunting and a lucky number game

On the day

- Take lots of photos to show off what a huge success your event was
- Make sure your guests know why it is so important that you are raising money for PKD Charity
- Ensure everyone knows how they can donate
- Play the games
- Award the Star Baker certificate if you have other people making cakes for your event

After your event

- Share your photos and how much you raised with **#DrinkTeaForPKD** hashtag
- Send in your donations, full details on the ways to pay info sheet

Notes:

If you need anything, give our fundraising team a call on 07715 664687 or email faundraise@PKDCharity.org.uk