



MY LIFE
SAVING

TEA PARTY



All you need to give your
tea party a fantastic lift off in aid
of London's Air Ambulance Charity.

londonsairambulance.org.uk/teaparty

London's Air Ambulance is the registered charity that delivers
an advanced trauma team to critically injured people in London.
Registered Charity (801013).



London's
Air Ambulance
Charity



RAISE A CUPPA AND SAVE A LIFE

Every second of every day, London's Air Ambulance delivers rapid response and cutting-edge medical care to save lives in the city.

Critical injury from road traffic collisions, falls from height, assaults and other accidents is the biggest killer of people aged under 40.

Your support and donations enable London's Air Ambulance to bring the hospital emergency department to the scene, delivering life-saving treatment to the 10 million people who visit, live and work in London.



DID YOU KNOW?

Since 1989 we have been bringing the hospital to the most seriously injured people in London, powered by the generosity and kindness of our amazing supporters.

TOP TIPS

Pick a date and time when you'll get the maximum number of friends, family or work colleagues involved.

COUNTDOWN TO LIFT-OFF

Below are your first steps to help you get your tea party off the ground.



Save the date

Do you have a date in mind? Try and avoid any big sporting or social events so you can have as many guests as possible. If you want to recruit a helper or two, send them a save the date message to make sure they can come before you confirm anything else.



Pick a location

Where would you like to hold your tea party? Think about the number of guests you'd like to invite, possible weather scenarios and the facilities you'll need to prepare your tea and goodies.



Choose a theme

Let your guests know the good their donations will do. You can print out some of our 'Join Our Mission to Save Lives' page from this pack and put them on display at your tea party.

Whether it's celebrating this special Jubilee year, holding a traditional garden tea party or hosting a teddy bear's picnic for younger guests, choosing a theme can help you plan your tea party event. Maybe you can combine with a special birthday or even a beach party, once summer has arrived of course!



What to serve

Cakes, sandwiches, snacks, tea, soft drinks – the options are endless! Homemade or shop-bought? BYO or treats provided? If you have a health-conscious audience how about a guilt-free tea party replacing white bread and scones for tasty wholemeal, bran or fruit muffins. You can slip fruit, veggies and dips in amongst all the cakes and biscuits.

No license is currently needed to sell food at a one-off event; however all food distributed or sold will need to comply with the Food Safety Act so please use common sense and prepare and store food in a safe and hygienic manner. Label the food to be on the safe side. People may be allergic to an ingredient. The Food Standards Agency has some good advice on selling food, for details please visit www.food.gov.uk



Spread the word

Once you have chosen your date and venue then you'll be ready to invite your guests. If you are using social media, email or WhatsApp you can download our Tea Party digital graphic [here](#) or alternatively you can print out our handy poster located at the back of this booklet.

CHARGE YOUR CUPS

Now it's time to think about how you'll raise those life-saving funds. Here are some ideas to create a stir and make your party a sweet success:



Sell cakes and sandwiches

For large cakes, you could sell the whole plate or sell by the slice. Use the labels in this pack to show a suggested donation for your cupcakes, snacks and sandwiches.



Ask for donations

You can ask guests to make a donation to London's Air Ambulance Charity on the day, or set up an online fundraising page and share with people who cannot attend your party but would still like to support you. There is more information on the 'Lift off' page of this booklet.



<https://fundraising.londonsairambulance.org.uk/fundraise/do-your-own-thing>



Matched funding

If you are holding your tea party at work, ask your employer if they'll offer matched funding. They may match part or all of the money you and your colleagues raise.



Fun and games

Mix in some games or a quiz to your tea party and charge people to take part. It could be as simple as guess the weight of the cake, speed-decorating, or pay to enter a team in a tea themed quiz.

Hold a raffle auction or tombola

You could ask local businesses for donations of prizes, or perhaps auction off promised pledged actions by your guests. Do you know anyone who is a master chef or who loves to spring clean?

TOP TIPS

Get your invites out early so your guests save the date!

DID YOU KNOW?

Since we started flying 30 years ago, our advanced medical trauma team have become world leaders in rapid response and cutting-edge pre-hospital care.

I'd like to invite you to my
TEA PARTY

DEAR _____

WHERE? _____

WHEN? _____

RSVP TO: _____

Your support will help to deliver a life-saving service to critically injured people when they need it most. To find out more go to:
londonsairambulance.org.uk





FLIGHTS OF FUN AND FANCY

Why not raise some extra money and have some fun while you're at it. By including some games at your tea party, you can let your imagination take flight!

Guess the weight:

Get your guests to pay to guess the weight of a cake, weigh it at the end of the tea party and the person with the closest guess wins a prize.

Blind tea tasting:

Stock up on as many different types of tea as you can find and see how many your guests can recognise without being told what they are.

Tea quiz:

You could make up some tea themed questions and ask your guests for a donation to enter your quiz. Make sure you have a tie-breaker question ready in case of a draw!

Tea cup treasure hunt:

Print and cut out a batch of our paper tea cups and hide them around your tea party venue. Give your guests a window of time to find as many as possible, with a prize for the person who finds the most.

Sugar cube tower:

Race against each other to balance a set number of sugar cubes on top of one another. Make it extra difficult by doing it while wearing rubber gloves!

Tea tray raffle:

Before your tea party starts write down the number of one of the squares on the tea tray raffle sheet in this pack and put the piece of paper in an envelope. During your tea party guests can make a donation to choose a square to write their name in.

Only one name per square remember! Once all the squares have a name in, open your envelope to reveal the winning square: whoever's name is written in that square wins!

The prize could be something donated by a local business, a cake to take home, or half the money donated to the Tea Tray Raffle with the other half going to London's Air Ambulance Charity.

Tea tray memory game:

A fun game for children. Put a set number of items on a tray and cover them with a tea towel. Lift the towel for a minute to give players a chance to memorise all the items on the tray. The challenge is to remember as many items as possible once they're covered again with the tea towel.

'I'm a little teapot' musical statues:

Another fun game for little ones. Push the furniture back, put your favourite music on, and get up and dance. When the music is paused everyone has to freeze in their best 'I'm a little teapot' pose. Anyone who accidentally moves is out, and the last person left wins!



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WE HAVE LIFT OFF!

When your tea party is over, and you have had a well earned cup of tea yourself, you will need to send us the money you have raised. Here are the different ways you can do this.



Set up a secure online fundraising page

Visit our collection set up page by clicking the link here (<https://fundraising.londonsairambulance.org.uk/fundraise/do-your-own-thing>). Creating your page is simple and you can personalise and share it anyway you like. It also means you don't have to worry about handling any cash, and the Gift Aid is taken care of as well.

Call us and make a card payment over the phone

If you have collected cash, you can bank this into your own account and call our Supporter Care Team on **020 3023 3319** and let them know you are paying in your Tea Party fundraising.

Pay it in online

You can bank any cash you've raised into your own account and pay it in online by going to londonsairambulance.org.uk/teaparty.

Send us a cheque

Please write your name and **TEA PARTY** on the back of your cheques. Make sure your cheque is made payable to London's Air Ambulance and put them in the post to:

Tea Party, London's Air Ambulance Charity, 5th Floor, 77 Mansell Street, London E1 8AN

If you have any further questions regarding paying in, you can always contact our contact our Community Fundraising Team on:

community@londonsairambulance.org.uk or call **0203 0233300**