



let's end mental health discrimination

Running a Coffee Morning planning sheet

Finding friends to help	
Steps	Details
Find some friends/other Champions who would like to take part	<p>Names of friends/other Champions:</p> <ul style="list-style-type: none"> • • • <p>Contact details of friends/other Champions:</p> <ul style="list-style-type: none"> • • •
Venue and date	
Steps	Details
Decide on a venue for your event e.g. home, church hall	<p>Ideas for locations:</p> <ul style="list-style-type: none"> • • •

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Find possible dates with your friends	Possible dates: <ul style="list-style-type: none"> • • • <input type="checkbox"/> There's nothing else going on locally on these dates
Check the venue has these things:	<input type="checkbox"/> A kettle (or several) <input type="checkbox"/> Enough chairs <input type="checkbox"/> A table <input type="checkbox"/> Enough mugs If it doesn't have any of these things, how will you get them:
Which location was agreed after visiting?	Address of agreed location: Contact details:
Agree date and time for your event	Date and time decided:

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For venues that are not your home, it's best to book earlier than the start time of your event and later than the end time.	Set up time: Clean up time:
<p align="center">Plan your activities</p>	
Steps	Details
Decide which activity/ies you would like to do e.g. conversation starters, questions in a bowl	Activity: Materials needed: Activity: Materials needed:

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Send out invitations	
Steps	Details
Decide how to send out invitations e.g. by text, Facebook invite, post, email	Invitations sent out on date:
For large events where you are inviting the public, decide where to advertise e.g. posters, press release, local newsletter You won't need to advertise if you're running an event in your home and just inviting friends.	Adverts placed in these locations:

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Getting everything you need	
Steps	Details
Order or print out your materials (allow at least 2 weeks for delivery if ordering)	Materials ordered/printed:
Decide on your refreshments	Refreshments needed:
Decide on your decorations (if needed)	Decorations needed:

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Decide who will bring decorations/refreshments	Person's name: What are they going to bring: Person's name: What are they going to bring: Person's name: What are they going to bring:
<p align="center">Roles for the day NB: One person may be able to do more than one role</p>	
Bringing coffee, tea, cakes, biscuits	Name/s:
Answering the door	Name/s:
Hosting the event	Name/s:
Making tea/coffee, restocking cakes, biscuits	Name/s:
Washing up and clearing up at the end	Name/s:

Good luck with your activity!!



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