

Butterfly High Tea

Check list



Notify us & register

Register at bit.ly/butterflyhightea - be sure to stay in touch and keep us up to date of your progress. Request from us, a fundraising approval letter and your host pack. We are here to help...
fundraising@stillaware.org

Set a date

be mindful of other events in your state and try to pick the most suitable time for your target audience.

Set ticket price

Be sure to cover any costs in the ticket price, then add on a mark up, this ensures each ticket raises funds. If you wish not to do a cost, perhaps ask for attendees to make a donation on the day.

Create a ticketing & fundraising platform

To make purchasing tickets easy, you may like to create an online ticketing platform. For example, universe.com or eventbrite.com.au are good options. Or you may like to just create a fundraising platform through everydayhero.com.au

Create an event page & volunteers

Facebook and social media is a great resource for sharing your event. To make your event as smooth as possible, it is worthwhile to seek some volunteers to assist with baking etc.

Seek donations

You may like to have a raffle at your high tea, this will assist in your fundraising and can always add another element to your high tea. Donation request letter can be found under 'download resources'.

Prepare for event

Share, invite and promote your fundraiser. A great way to do this is sharing information about Still Aware and where funds will go towards. Info can be found under 'download resources'

Run event

You may like to do a small talk at the beginning of your fundraiser, sharing your story and/or connection to Still Aware.

Deposit funds

Well done and thank you! Be sure to contact us with your results and deposit the funds raised to:
Still Aware - BSB: 035-034 - ACC: 372865