

## **Coffee Mornings and Bake Sales - How To.**

Thank you for considering holding an event for us. Whether it's a coffee morning, afternoon tea, bake sale or something similar the goals are simple, for you to organise a social event based around cake and celebrations, and maybe chocolate too, and for you to raise money for the Joseph Rowntree Theatre in the process.

Hold your event at a place and time that suits you - anytime between now and Christmas. You can choose how you organise it and what you offer your guests.

There are posters available for you to use or do your own publicity.

If you would like some of our brochures for your event, showing what's on at the theatre, please pop in and collect some, or contact our box office team on [boxoffice@jrtheatre.co.uk](mailto:boxoffice@jrtheatre.co.uk) or 01904 501935 and we'll post some out.

After your event you can either bring the cash raised to the theatre - in an envelope marked with your name, contact details so we can thank you and a note of what event you held. Alternatively please email our finance team on [finanace@jrtheatre.co.uk](mailto:finanace@jrtheatre.co.uk) and they will provide bank details so you can transfer the money to us.

If you have any further questions please contact me on [helen.lay@jrtheatre.co.uk](mailto:helen.lay@jrtheatre.co.uk)