

# Frugal Lunch Guide

## Wilkinson's seven-point checklist

- 1.** Propose date and times for your event and check that it doesn't clash with similar or competing events in the area. Pick a theme/lunch title that will generate local media interest.
- 2.** Book your event location in good time and hire the room/hall with sufficient time to set up and clear away. Choose a location with good access, parking and accredited/approved kitchen facilities.
- 3.** Invite friends and other potential helpers to a planning meeting to discuss the event and share ideas. You'll get the best response if you do this by phone rather than email... and you can also explain to them the reason why you think there's a need to raise funds for this particular project.



Photo: Geoff Crawford/Tearfund

*Burundi Porridge: here in Burundi, Tearfund health educators Bosco and Wilson teach communities how to stave off malnutrition by preparing a specially formulated porridge, using fresh local ingredients. Burundi is one of the world's poorest nations. Most of the 7.3 million Burundians lack access to food, basic social services and economic opportunities; they are also vulnerable to HIV/Aids. For more information, see *Recipes for Disaster... Relief & Development*, page 12*

- 4.** Ensure that your meeting has an agenda that covers: the reason for the event (use this opportunity to inspire your team of helpers); proposed date, time, location and theme/title; list of possible speakers (charities often have lists of staff or volunteers that will talk at such events); support material from the charity (posters, information sheets, films/video/PowerPoint presentations, music, invitations etc.); allocation of tasks (chef/cook, catering assistants, table movers/layers, greeters, PR person to contact the media and arrange posters, tickets and press releases; menu selection (use *Recipes for Disaster... Relief & Development* or [www.recipesfordisaster.org](http://www.recipesfordisaster.org)); finances (accounting, banking, Gift Aid, donations); and date after the event for feedback meeting to discuss possible improvements for future events.
- 5.** Organise a quick progress meeting a few days before the event to discuss the status of each of the agenda items so that extra help or support can be arranged for outstanding items. Produce a timing plan so that there are no hold-ups on the day of the event.
- 6.** On the frugal lunch day, ensure that all helpers are at the event in good time and that everyone knows what they have agreed to do, and when. Arrange for someone to take digital photographs for post-event publicity. Ensure that any technology (screen, laptop, LCD projector etc.) for the guest speaker is set up and checked. Put Gift Aid envelopes at each place setting or have a donations box/tin in a prominent position. Display publicity material about your charity/mission or project ready for guests to read, pick up and take away.
- 7.** Greet guests as they arrive. When they are seated, welcome everyone again and introduce the speaker; briefly explain why the event is being held, how much money the organisers hope to raise and how the money will be used. After tea/coffee is served, invite the speaker to give his/her talk. Stick to 15 - 20 minutes, including time for questions. Thank the speaker and encourage people to make use of the Gift Aid envelopes or donations tin before they leave.

Produced by:

Gordon Wilkinson

Area Volunteer Co-ordinator, Tearfund South East

PO Box 78, East Grinstead RH19 2YW

Tel: 01342-323382; [tearfund@felbridge.com](mailto:tearfund@felbridge.com)

[www.recipesfordisaster.org](http://www.recipesfordisaster.org)

