

Hello...

How do I organise a virtual coffee morning?

1

Decide when you will hold your virtual coffee morning

Purple day on 26 March falls on a Friday this year. The perfect day for a catch up with friends or extended lunch break in our eyes, but you can choose any date that works for you.

2

Set up your event on a 'Zoom' or other online conferencing platform

If you had a 'Zoom' account, login and schedule a meeting. Remember if you have a free account you'll only have 40 mins per meeting – so you may have to schedule 2 or 3 meetings back to back. Once your meetings(s) are scheduled head to copy the invitation to get all the details you need to share with your attendees. If you don't have a zoom account, check out [Zoom's simple guide](#) to setting one up

3

Set up your fundraising page

This year we've created a Purple day event on JustGiving – if you set up a fundraising page this way all the funds you raise will appear in our overall event totaliser! Head [here](#) and click 'Start fundraising' to set up your page. You'll use this page to collect donations and fundraise during your event. You could ask people to donate what they'd spend on meeting in a coffee shop, or charge an attendance fee.

4

Decide on how you'll combine cake, conversations and fundraising

Unfortunately with a virtual coffee morning you can't all share the same big cake. You could however share a cake recipe and ask everyone to bake it and bring a slice to your coffee morning. Is one cake better than the other? Is there a fine for the worst cake? If you live locally to each other you could organise a cake raffle (or normal raffle), and collect donations through your fundraising page.

5

Send out your invites!

This might be as simple as posting in your whatsapp groups or sending an email to colleagues – but make sure to include when the coffee morning is happening, why you're holding the coffee morning, what everyone should do to prepare for the event, and the 'Zoom' details.

6

Make sure you give yourself the time to 'be the conversation starter'

It's so important to us (and we know all of you) that Purple day events raise funds and awareness of epilepsy. Make sure you leave time to share your personal reasons for fundraising for Purple day, or some key facts people might not know about epilepsy during your quiz. This could be in your thank you or with our epilepsy question round!

7

Give your Purple day event the wow factor!

We have lots of downloadables for you and your guests to use at their events. This includes bunting= and selfie props.

8

Share your photos and success stories on social media

We'd love to see how you get on, remember to tag us @epilepsysociety!



Purpleday
for
**epilepsy
society**