



# TOP TIPS for HOSTING a Coffee Morning

Here are just a few ideas to help ensure your coffee morning is a huge success!

- **Prepare** – Invite everyone early and ensure they save the date. Then find the perfect venue which could be at your home, work or community centre.
- **Think fundraising** – aim for a target and make sure everyone you invite knows your coffee morning is raising money for John Taylor Hospice. Add on fun ways to boost the target such as a raffle or competitions.
- **Choose your guest list** – are you inviting just friends and family or advertising it as a public event? You can download our template invites here: [www.johntaylorhospice.org.uk/coffee](http://www.johntaylorhospice.org.uk/coffee)
- **Promote** – If the coffee morning is open to all, think about publicity – you can download our posters on our website and ask your workplace or local shops if they will display them.
- **Get everyone baking** – invite friends, colleagues and families to bring cakes. And if you're looking for inspiration try our delicious cake recipes.
- **We'll support you to support us** – let us know what you need and we'll help you with advice, balloons or download our bunting.
- **Spread the word** – we'd love to see and share your photos so tweet us @jthospice or email us at [fundraising@johntaylorhospice.org.uk](mailto:fundraising@johntaylorhospice.org.uk) and we'll post them to our Facebook page.
- **Have fun** – Coffee mornings are a great way to bring friends and colleagues together. So enjoy the event knowing that every cake sold is helping John Taylor Hospice care for local families.

# VICTORIA SANDWICH

## Ingredients

For the cake:

- 100g butter softened
- 100g caster sugar
- 2 eggs
- 100g self-raising flour (sifted)
- 3 tablespoons jam
- Icing sugar (optional)

Optional filling:

- 100g butter softened
- 140g icing sugar (sifted)
- 1 drop vanilla extract



## Method

1. Grease and line two 7 inch sandwich tins.
2. Cream butter and sugar until pale in colour.
3. Beat in eggs one at a time and add 1 tbsp flour with each one.
4. Fold in remaining flour with metal spoon.
5. Transfer mix to tins and smooth tops with knife.
6. Bake at 180°C/gas mark 4 for 25-30 minutes until well risen, golden brown and firm.
7. Leave in tins for 2-3 minutes then turn out onto cooling rack. Strip off paper and leave until cold.
8. Once cold, sandwich together with jam. To make the optional filling, beat the butter until smooth and creamy, then gradually beat in icing sugar. Mix in vanilla extract. Spread the butter cream over the bottom of one of the sponges.
9. Dust with icing sugar.

# TEA LOAF

## Ingredients

220g soft brown sugar  
300g of mixed dried fruit  
250ml of cold tea  
260g self-raising flour  
1 beaten egg  
1 teaspoon of mixed spice



## Method

1. Put the fruit and sugar in a bowl, pour over the hot tea, stir well, cover and leave to stand overnight.
2. Next day, stir flour and egg into fruit mix. Place mixture in a greased and grease-proof paper lined large loaf tin.
3. Bake in a pre-heated oven at 150°C/gas mark 2 on the middle shelf, for approximately 1 hour 45 minutes or until the mixture has risen and shrunk away from the sides of the tin.
4. Turn out and leave to cool, store in an air tight tin.
5. This tea cake is better eaten a day or two later. Serve sliced with or without butter.

# CHOCOLATE CRISPY CAKES

## Ingredients

- 100g milk chocolate
- 40g rice crispies (or other cereal)
- 1 tablespoon golden syrup
- 30 mini marshmallows



## Method

1. Melt the chocolate in a microwave or over a bain marie (in a bowl over a saucepan of simmering water).
2. In a large bowl combine the melted chocolate and golden syrup.
3. Add in the rice crispies and mix until they become well coated.
4. Spoon the mixture into 10 fairy cake cases.
5. Top each crispy mixture with 3 marshmallows.
6. Allow the mixture to set in the fridge for 1 hour.

**THANK YOU FOR CHOOSING  
TO HOST A COFFEE MORNING**

**Your donation helps make every moment matter.**



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**FUNDRAISING  
REGULATOR**

John Taylor Hospice is a community interest company (Registration No 7532827) and is a not for profit social enterprise. Part of John Taylor Hospice is the John Taylor Hospice Charity (Charity No 1156964).