Guide to putting on a coffee morning

Venue – Somewhere warm and relatively comfortable. It can be the church or village hall if you are going for large numbers or your home is perfect for a smaller gathering. Choose a time when no other community groups are doing something similar.

Involve others – Ask for help with hosting, baking, pouring coffee, answering the door and welcoming; it's much easier and more fun with a team. This is an ideal time to get to know other people and see what ideas they bring.

Inform – If you choose to have a charity coffee morning, contact your charity of choice at this planning stage. They may have a pack you can use, or simply provide you with leaflets. People like to know a little about where their money is going to be helpful.

Invite everyone – Tell friends and family, your and their neighbours. Put details on notice boards, in the local magazines, and remember to encourage others to help.

Fundraise – Be upfront about fundraising this helps with expectations and being prepared. Make sure you have a donation box or basket prominent and suggest an amount for attending.

The look – If you can use cake stands, napkins, enough plates, tongs, flowers, bunting, charity display table. If you want to pick a theme, go for it and enjoy the preparation.

Get baking – Don't go it alone, arrange with a friend or two the baking of biscuits, cupcakes, tray bakes to accompany the tea/coffee. At the end you can always auction off remaining cakes, so have paper plates and cling film at the ready.

Get ahead – On the day, have everything ready well before the start, this way you will feel calm and be able to greet your guests.

Meet again – Arrange a venue and date with friends for on another coffee morning, hopefully someone else will host. Put out a few pieces of paper with a note of where and when for your guests to take away.

Say thank you – Last, but not least, thank everyone; your guests for coming, bakers, helpers, washer uppers, door openers…