



How to Host an Alzheimer Society Coffee Break

1 Pre-Event

- Choose a fundraiser that works best for your organization
- Choose a time and location for your Coffee Break. You can choose to hold your event in September for World Alzheimer Day, over the summer, or anytime in the fall that best suits you, please let us know!
- Consider what small changes you can make to make your event safe during the pandemic. We can help!
- If you feel that an online donation page would be beneficial for your event, contact us to set one up for you!

2 Event Day

- Display information brochures about the Alzheimer Society and dementia for your guests
- Find a visible, but secure location to place your donation box and encourage participants to donate
- Shout out about your event on social media with [#coffeebreakconnects](#) [#alzheimercoffeebreak](#)

3 Post-Event

- Arrange to return all donations, donation box, and unused materials to the Alzheimer Society office. If you prefer to return your contributions by mail please create a cheque or money order for the value of the cash donations. Do not send cash in the mail. It is not necessary to return donation boxes or materials by mail
- Please return the proceeds as soon as possible
- Please complete and return the Host Evaluation Form in the same envelope

*Thank you for
your Support!*

Alzheimer Society
GREY-BRUCE