Host Guide

How to make your Tea for Teeth a success

By hosting a Tea for Teeth, you're taking a sip towards making a difference to the oral and general health of Australians.

Some not so fun facts:

- Almost 50% of children with cardiac conditions have their surgery delayed as their dental treatment needs to be managed first
- Every day, five people in Australia are diagnosed with oral cancer; without early diagnosis, the five-year survival rate is just 20-30%
- 1.7 million Australians have diabetes; rising obesity, dietary changes and sedentary lifestyles are driving diabetes rates to the point that this number will double by 2025.

You and your Tea for Teeth guests can help change this by donating as much as possible to:

- Give children with cardiac conditions better access to care
- Improve our ability to detect oral cancer in its early stages
- Develop a clinical guideline for dentists to identify patients with suspected undiagnosed pre-diabetes/diabetes that will also enhance referral pathways for better diabetes prevention, diagnosis and management.

Here's how!

Having registered to host your event, it's now time to:

1. **Set a date and venue**

    Choose a date and location – tea room, kitchen, garden, work or online (Zoom, Houseparty of Messenger), just as long as there's tea and teeth-friendly treats!
    Tea for Teeth is held during Dental Health Week, which is the first full week of August, i.e. 3–9 August 2020 but if that doesn't work for you, just pick any date during August.

2. **Ask for help**

    Many hands make light work. Ask your colleagues, friends, family, friends of friends to bring a plate, help decorate, help fundraise and help spread the word about your event.

3. **Spread the word**

    Use our social media templates to help promote your event:
    - Create a Facebook event that allows others to invite guests
    - Pin up your Tea for Teeth event poster (included in your host kit)
    - Send an email invitation and reminder about the event
    - Send a calendar invite with the location or zoom link
    - Post on LinkedIn and Instagram
    - Phone or text an invitation
    - Ask your employer about hosting your event at work or using their Zoom account.

4. **Fundraise**

    Show you're committed to reaching your fundraising target by making a donation; your guests will soon follow.
    Ask your employer if they will match what you raise.
    Instead of asking for a gold coin donation, have a fixed attendance fee, e.g. $5.
    Play games that require a gold coin donation, e.g. $2 to guess the number of blueberries in the punnet.

5. **Make it easy to donate**

    Ensure your donation box is in a prominent location or collect the attendance fee on arrival.
    Create a GoFundraise page so that guests and those who are unable to attend can donate prior to the event. Set up a laptop/iPad with you GoFundraise page open so you can collect donations on the day.
    For those wanting a receipt for their donations, make sure they complete the tax receipt request form or donate via GoFundraise.
    For virtual events, send your guests the link to make a donation (www.evident.org.au/donate/make-a-donation) as part of the meeting invitation and in a thank you email after the event.

6. **All for a good cause**

    Tell your guests about the not so fun facts, and how their donation is making a real difference to improving the oral and dental care of Australians. Let them know why you have chosen to host the event and share a personal story.

Thank you

Thank you for taking the first sip and taking part in Tea for Teeth to make a real difference!