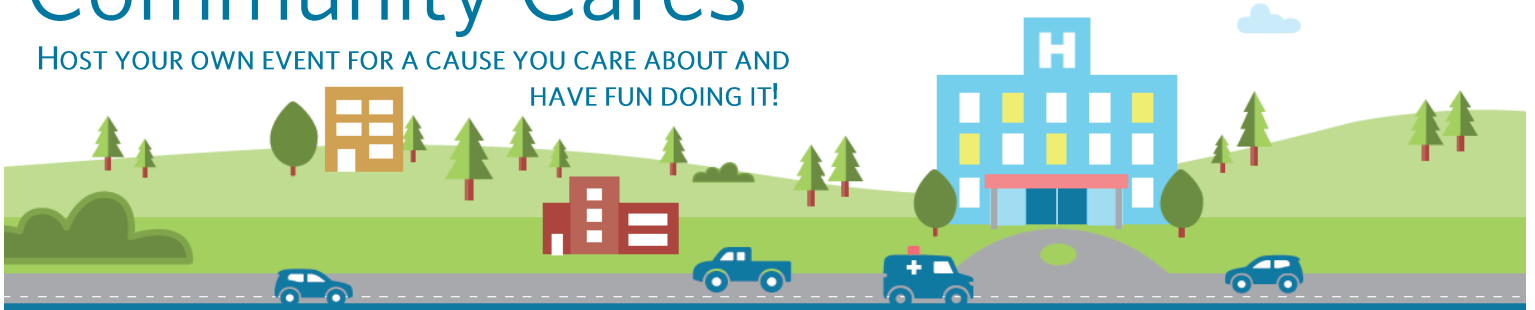


Community Cares

HOST YOUR OWN EVENT FOR A CAUSE YOU CARE ABOUT AND
HAVE FUN DOING IT!



10 STEPS TO START YOUR OWN FUNDRAISER IN SUPPORT OF HUNTSVILLE HOSPITAL FOUNDATION (HHF)

STEP ONE: What could I do?

- What type of event would you like to host? i.e. Arts and Crafts Sale, BBQ, Bingo Night Book Sale, Bowling Tournament, Casino Night Cocktails Event, Car Wash, Garage Sale, Golf Tournament, Pet Wash, Poker Tournament, Run/Walk/Ride/Swim-a-thon, Scavenger Hunt, Wine Tasting, Progressive dinners...

STEP TWO: Organize your committee

- Gather friends to help share the responsibilities a great event experience

STEP THREE: Set date and find a location

- Find a location that works you and attendees
- Find out what other events might be happening near your or in town to make sure that your event doesn't conflict
- Be mindful of holidays and weather (season)

STEP FOUR: Create a budget and set a goal

- Identify how you will raise funds (ticket sales, sponsorship, auction, etc.)
- Develop a budget. Include expenses such as venue, food & beverage, entertainment, licenses, etc.
- Set a fundraising goal
- Ask for our sample budget
- Please note all event expenses are the responsibility of the event organizer. HHF will not cover any expenses.

STEP FIVE: Review and submit application

- Complete and submit HHF application
- Review HHF Policies and Guidelines

STEP SIX: Planning

- Develop your list of attendees and sponsors
- How will you advertise; print materials, social media
- Decide on a theme
- Decide on décor

- Create and send out invitations if applicable
- Determine rental requirements
- Determine entertainment needs
- Create an agenda for the day of your event
- Confirm permits and insurance

STEP SEVEN: Fundraise

- We can help you create your own personal or group **JustGiving** fundraising page. We will discuss options with you to set up your own personal fundraising page and help you every step of the way.
- You can collect pledges, cash or cheques, in person at your event or leading up to it
- Please ensure cheques are payable to "Huntsville Hospital Foundation"
- Please make sure to record donor information accurately, names and address if tax receipts are applicable

STEP EIGHT: Promote your event

- HHF Foundation can share your event on our Facebook and Instagram platforms and our website; huntsvillehospitalfoundation.ca

STEP NINE: Event day!

- Have fun!

STEP TEN: Post-event

- Collect your funds and wrap up
- Review expenses
- Final budget – how much did you end up raising?
- Evaluate your event with your committee
- Thank your committee
- Submit proceeds to HHF within 30 days
- Tax receipts if applicable – speak with HHF
- Start planning for next year!

What inspires you? Call or visit the Huntsville Hospital Foundation and share your inspiration with a deserving community.

Visit huntsvillehospitalfoundation.ca or call 705-789-4756.

