

## STEPS TO PLAN A SUCCESSFUL FUNDRAISING EVENT

**Below are some helpful tips and questions to answer when planning your event.**

1. Identify the type and purpose of the event you would like to host.
  - a. Is this a casual or formal event? Will the participants be children, adults or both?
  - b. Would you like this event to have an educational component involving domestic violence, respect or healthy relationships?
  
2. Determine your fundraising goals and your attendees.
  - a. How much money would you like to raise?
  - b. Would you also like to do a collection drive at this event?
  - c. How will funds be raised?
    - i. Tickets/Per person
    - ii. Raffle
    - iii. Auction
    - iv. Ask attendees to make a contribution
  - d. Who would you like to invite? How many people will you be expecting?
  
3. Time, date and location.
  - a. What time of year will your event be held?
  - b. Have you checked community calendars and school calendars to see what other events are scheduled?
  
4. Will you need a committee or others to help plan the event?

For larger events a committee of volunteers may each take on a specific area: logistics, publicity, ticket sales and raffle, etc.
  
5. Create a timeline for your event. Be sure to include all the necessary steps and tasks that need to be completed each week leading up to the event.
  
6. Communicate often and clearly with those you are working with.

**Keep these steps in mind to help plan your successful event!**

## EXAMPLES OF THIRD PARTY FUNDRAISER

**\*PLEASE FEEL FREE TO COME UP WITH YOUR OWN UNIQUE IDEAS AS WELL.**

### Ideas for Schools:

Art Auction/Art Exhibit	Bake Sales	Book Sales	Gift Wrapping
Fashion Show	Jewelry Party	Flower Sale	5k/10k Run
Craft Bazaar Talent Show	Scavenger Hunt	Garage Sales	Sports Tournaments
50/50 Raffles	Music Event		

Theatres and Dance Troupes and Arts Groups: donate ticket sales for a performance Party: themed, formal, or just have a party!

### Ideas for Churches:

Gift Wrapping	Music Event	Flower Sale	Book Sales
Silent Auction	Craft Bazaar	Bake Sales	Garage Sales
Chili Cook-Off			

Church/Mosque/Temple: collections during service.

Host an educational party: great for friends, groups and churches. We can come in to let you know all about Haven while having a collection jar available.

### Ideas for Businesses:

Gift Wrapping	Music Event	Flower Sale	Golf Tournaments
Silent Auction	Sports Tournaments	5k/10k Ru	

Party: themed, formal, or just have a party!

Host an educational party: great for friends, groups and churches. We can come in to let you know all about Haven while having a collection jar available.

Dress Down Day: at work or school with participation fee donated to Haven

Happy Hours: percentage or flat donation per beverage to support Haven

Restaurant Night: percentage of sales revenues supporting Haven

Retail Stores: "Shop til it Stops" events with percentage of sales revenues supporting Haven

Spas: "Mind, Body and Spirit" days with percentage of sales supporting Haven

Workplace: collection: of change, cell phones, items from our wish list.

Have your organization or business be added to our cell phone donation drop off location.

### Ideas for Individuals/Friends:

Craft Sale	Chili Cook-Off	Sports Tournament	Garage Sale
Jewelry Party	Donations in Lieu of Wedding Gifts or Birthday Gifts		

Golf Tournament Party: themed, formal, or just have a party!

Host an educational party: great for friends, groups and churches. We can come in to let you know all about Haven while having a collection jar available.

House Parties: host a reception or dinner party at your house, have a Haven Representative give a short speech about the work Haven does and ask for donations

Wine Tasting/Wine and Cheese: invite an expert and charge admission