



Thank you for supporting The Royal Victoria Hospital Foundation.

*Your support will help us continue our tradition of excellence in clinical programs, research and teaching and propel us toward our goal to provide patient care based on the most advanced knowledge in the health care field and to contribute to the development of new knowledge.*

*We appreciate your commitment and have created this quick reference list to assist you in holding a successful event.*

## **1. Brainstorm**

Chat with friends and colleagues to develop an idea for an event that excites you. You can be as creative, unique or simple as you wish. The sky is the limit! Remember, have fun!

Here are some suggestions to get you started: "A-thons" of any kind; Auctions; Carnivals, Festivals or Rodeos; Celebrity Appearances or Concerts; Cook Offs, e.g. Barbeques, anything that can be cooked; Dinner Dances or Galas, e.g. Disco Night; Era Parties, e.g. 60's, 80's Party; Game Night, e.g. Monopoly Night; Holiday or Seasonal Celebrations; House Parties; Medieval Costume & Dinner Party; Multicultural or Theme Dinners; Mystery Events, e.g. Haunted Houses, "Whodunit Murder Parties"; Sporting Events; Tournaments, e.g. Golf, Pool; Scavenger Hunts; Treasure Hunts; Theatrical Events; "Tours" of any kind.

## **2. Plan a Budget**

Establishing a budget in advance of your event will help you identify expected income and expenses. The lower the costs, the bigger the contribution to the Foundation - which will benefit patients and make a difference in their future care - and that will make everyone feel great!

## **3. Register Your Event**

Once you have decided on an event concept, please fill out an Event Proposal Form and submit it to our Director of Development. This is an important first step and will help set your plan into action. Our team can assist you in areas such as donor and sponsor solicitation clearance.

## **4. Come and Meet Us**

Arrange to meet with the Director of Development to discuss the details of your event and how we can best support you.

## **5. Form an Event Planning Committee**

Successful events result from planning and organizing by enthusiastic and dedicated



volunteers. If your planning committee has enough members to share tasks and a variety of skills experience, you have the right formula for a winning event.

## **6. Identify Your Audience**

You will be successful by understanding who will support and attend your event. Identify your target audience by considering who's most likely to attend.

## **7. Set the Date**

Schedule your event for a time and location convenient for your audience.

## **8. Event Logistics**

Attention to detail is essential to the success of every event. The Director of Development would be happy to review the logistics of your event. We can provide you with a checklist to help you run your event smoothly.

## **9. Promotion and Publicity**

Eye-catching flyers, tickets and other promotional materials will help make your event a success. We would be proud to have your event materials display our logo and name. It can be confusing as to how to use the Foundation's name correctly, therefore we ask that all promotional and publicity material be approved by The Royal Victoria Hospital Foundation. Please allow one week for approval.

## **10. Collection of Funds**

We ask that all funds raised be forwarded to The Royal Victoria Hospital Foundation within 30 days of your event. Charitable receipts will be issued within eight weeks of that date.

## **11. Thank you!**

From all of us at the Foundation, and on behalf of every member of this community who relies on The Royal Victoria Hospital – Thank you! Please extend our warmest thanks to everyone who participated or supported your event.

Acknowledging the assistance and support of those who took the time to get involved is the most important step to running any kind of event. Let those who attended and helped know how much you appreciate their support. They will be delighted to hear how much money they helped raise and how it contributes to the quality of patient care that we are able to provide to those who depend on us. It also creates a terrific opportunity to talk about your plans for your next great event! And we look forward to hearing from you year after year!