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
- Music Event

- Fashion Show
- Jewelry Party
- Flower Sale
- 5k/10k Run
- Craft Bazaar

- Talent Show
- Scavenger Hunt
- Garage Sales
- Sports Tournaments
- 50/50 Raffles

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

Theatres and Dance Troupes and Arts Groups: donate ticket sales for a performance

**Ideas for Churches:**

- Gift Wrapping
- Music Event
- Flower Sale

- Bakes Sales
- Garage Sales
- Chili Cook-Off

- Book Sales
- Silent Auction
- Craft Bazaar

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
- Golf Tournaments
- Silent Auction
- Music Event
- Sports Tournaments
- Flower Sale
- 5k/10k Run

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
- 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.

Donations in Lieu of Wedding Gifts or Birthday Gifts

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