

**NW SARCOMA FOUNDATION THIRD-PARTY FUNDRAISING
PROGRAM HOW-TO KIT**

EVENT PLANNING AT A GLANCE

Thank you for your interest in planning an event to benefit NW Sarcoma Foundation. We are able to provide hope, education, research, and support to Sarcoma patients and their families because our generous supporters and advocates inspire and engage our community through support and outreach.

Various types of 3rd-party fundraising event ideas are listed below:

Arts/Crafts Fair	Donations in Lieu of Gifts	Penny Drive
Bake Sale	Donkey Basketball	Pet Show
Benefit Sales	Fashion Show/Lunch	Photo Contest
Blue Jean Day	Festival Indy 500 Party	Pictures with Santa/Easter Bunny
Book Sale	Fishing Contest	Pie/Dessert Auction
Bowling Tournament	Flower Sale	Plant Sale
Bike-a-thon/Race	Frisbee Golf Tournament	Progressive Dinner
Breakfast with Santa/Easter Bunny	Game Night	Quilt Show/Raffle
Bridge Party	Garage Sale	Recipe Book
Cake/Cookie Walk	Golf Tournament	Refreshment Stand
Can/Bottle Drive	Hot Air Balloon Rides	Retail Shopping Give Back Day
Car Raffle	Hugging Booth	Scavenger Hunt
Car Wash	Ice Cream Social	School Dance
Celebrity Auction	Jazz Festival	Silent Auction
Celebrity Basketball	Kentucky Derby Party	Speaker Series
Chili/Food Cook-Off	Kite Flying Contest	Talent Show
Concert(s)	Las Vegas Night	Theme Parties
Craft Bazaar	Male Beauty Contest	Wedding Fashion Show
Dance-a-thon	Marathon Dancing	White Elephant Sale
Dessert Reception	Marathon/Triathlon/Walk-a-thon	Wii Tournament
Dinner Party	Murder Mystery Dinner	Wine/Beer/Liquor Tasting
Doggie Bath	Oscars Party	Yard Game Tournament

Planning Tools

To help keep you and your event organized, use this checklist to ensure everything is covered. For a closer look at this in-depth event planning resource, click download the Closer Look.

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Pre-Event (Concept)

- Form a planning committee. You can fundraise on your own, or with friends and neighbors.
- Brainstorm ideas. Check out our event idea list to help get you started.
- Make sure to consider any possible safety or legal issues. Adjust your plans accordingly.
- Determine how many people you'll need to help you with your event and recruit volunteers.
- Create a fundraising goal and establish an event budget.
- Pick your date and schedule your event.
- Secure a venue/location.
- Download and complete the 3rd-party application form and submit. Applications should be received a minimum of eight weeks prior to your event date.
- Secure any needed permits, licenses, insurance, etc.
 - Insurance Indemnity Clause: The event sponsors or hosts agree to indemnify and hold harmless the Northwest Sarcoma Foundation and its affiliates, from all claims and liabilities, including attorney's fees, that may arise from any acts or omissions of their agents, volunteers, or employees, or from any claim by them or anyone else relating to the quality, performance, or failure to perform during the specified time period of the event.
- Develop a timeline.
- Create a list of businesses and in-kind donations for community support.

Before your event

- Promote the event after all materials have been approved.
- Create an invite list to get your event started. This will grow with announcements.
- Mail/email invitations and announcements.
- Post information at local businesses or online.
- Alert local media.
- Invite local officials and celebrities.
- Determine your menu/refreshment needs.
- Secure entertainment and other vendors (tents, tables, chairs, etc.).

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Before your event (con't)

- Solicit donations and support from community businesses. This includes raffle or auction items.
 - Underwriters (sponsorships): NW Sarcoma Foundation reserves the right to review underwriter proposals and packages for appropriate use of the NW Sarcoma Foundation name, as well as language regarding charitable deductions. Please keep in mind, when approaching businesses and corporations for assistance with events that many local organizations are already involved in fundraising for NW Sarcoma Foundation and may not wish to make additional donations. To find out if a particular business has been approached for support, please work with your NW Sarcoma Foundation contact.
- Secure volunteers.
- Finalize program/event logistics.

During your event

- Ensure volunteers have clear directions and understand their roles.
- Assign someone to be responsible for handling the donations.
- Bring pledge forms to ensure no donations are missed.
- Have fun! You're doing a great thing for a great cause so be sure to enjoy yourself too.

After your event

- Be sure to thank your donors, honored guests, sponsors, etc
- Collect the funds.
- Pay vendors.
- Complete the Financial Summary Form.
- Send your completed final review form along with the funds, to NW Sarcoma Foundation, Attn: Special Events, 117 E Louisa Street, #443 Seattle, WA 98102
- Celebrate! You did it!!!!

For a closer look at this in-depth event planning resource, download a CLOSER LOOK document.

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Frequently Asked Questions

- Can I organize a raffle or a 50/50 draw for my event?
Yes. Please see rules and regulations regarding drawings and raffles for your state.
- Can I use your logo on my website, product, or publicity materials?
The NW Sarcoma Foundation does not share logos for use in materials produced by third-party partners. You may, however, use the NW Sarcoma Foundation name in reference to an approved third-party event – i.e.: “Dream Big Dinner in support of NW Sarcoma Foundation Research Grants”.

NOTE: You must receive approval of context, i.e.: location, wording, how long it will be visible to the public, prior to any release of information. All publicity including media releases, print/promotional materials, for the proposed event must be approved by NW Sarcoma Foundation prior to being printed and/or released. Permissions for use of NW Sarcoma Foundation’s name must be approved per event and may not be used on an ongoing basis thereafter unless given written permission.
- How can I cover the costs of my event?
There are plenty of ways you can get your fundraiser started for minimal costs. Local stores or companies may agree to sponsor your event, donate goods, or lend you their services for free. You may also use your own funds as start-up then reimburse yourself from funds sent directly to you, please keep accurate documentation of all expenses for your final reporting.

NOTE: NW Sarcoma Foundation will not cover the costs of your event.
- Can I advertise my event on the NW Sarcoma Foundation website?
We would be happy to promote your benefit event on our calendar page, www.nwsarcom.org/calendar.