



Delta Hospital
+ Community Health
FOUNDATION

Tips & Steps to Planning your Community Fundraiser

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Steps to Planning Your Event

01 Brainstorm and Set your Goal!

What type of event would you like to host? Your fundraiser can be a garage sale, golf tournament, anything-a-thon, raffle, silent auction, dinner and dance, seasonal party, sporting event, multicultural event, pub night, shopping sales event, cake sale, barbeque, company event, kids' event, cause marketing, marathon pledging—the list goes on! When planning your event, think about the audience you're looking to reach and what they have capacity for.

02 Create Lists! Determine Your Budget, and Your Timeline.

- Identify your possible sources of income either from ticket sales or sponsorship and make an estimate of all potential expenses of your event.
- Ask individuals and/or local companies if they can donate supplies or offer discounts for your event materials.
- Keep organized and identify what you need to buy, how many volunteers you need, and how the event will raise funds.
- Create a timeline that will help you manage your time and identify when you need to start promoting your event.

03 Submit Your Idea to DHCH Foundation

Once you have an idea for your event, please fill out our application. Please include all relevant information on your form and as much detail as possible. A Foundation representative will contact you within a few days of receiving your application.

04 Book a Date and Venue

- Now that you have submitted your idea to DHCH Foundation, make it official by booking your venue (if required) for your proposed date and time.
- Review other events happening in your area at the same time to make sure it doesn't conflict with another one.
- Ask your friends and coworkers to help plan your event and assign them with specific roles.

05 Plan Ahead! Use Our Checklist While Planning Your Fundraiser

Some of these tasks may not be applicable to your particular fundraiser

- ☐ Choose a theme/concept
- ☐ Book a venue and date
- ☐ Establish a team or committee to help plan
- ☐ Recruit volunteers to help on fundraiser day (if applicable)
- ☐ Create a budget
- ☐ Find sponsors for your event
- ☐ Set up your online fundraising page
- ☐ Send out invitations
- ☐ Sell tickets to event
- ☐ Determine your rental needs and schedule
- ☐ Determine food and beverage needs

- ☐ Find entertainment for your guests
- ☐ Understand tax receipting rules and regulations and pass it along to event organizers and guests
- ☐ Create a day of to do list for the event
- ☐ Delegate tasks to volunteers and committee
- ☐ Secure insurance and needed permits
- ☐ Promote your event
- ☐ Submit your application for a gaming license (The BC Government's Gaming Branch requires you to apply for a license if you are including a raffle or 50/50 at your event. For further details, please visit the BC Gaming Policy and Enforcement Branch online at <https://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising>.)
- ☐ Thank you's
- ☐ Wrap up financials and submit them to DHCH Foundation

06 Fundraise

You can fundraise online, offline or both. Decide what works best for your audience.

Online Fundraising:

We can help you create a personal page for your event with your fundraising goal that you customize and use in promotion, social media, and educating your target market. Any donation will also automatically be issued a tax receipt, making your job even easier.

Offline Fundraising:

You can also collect cash, pledges and cheques leading up to and at your event. All cheques should be made payable to Delta Hospital and Community Health Foundation.

To ensure tax receipts are issued to those eligible remember to carefully record and track all donations and donor information. For more information on tax receipting please see our Tax Receipting Guidelines.

07 Promote Your Event

Promote your event as much as you can. Consider your audience and think of the best way to engage them. Delta Hospital and Community Health Foundation can share your marketing materials through our social media channels, website, and email.

Logo Use and Guidelines

We are happy to provide you with Delta Hospital and Community Health Foundation's logo for use on your approved marketing materials and publications. For more information, please email shari.barr@dhchfoundation.ca

*Please make sure your application has been approved by the DHCH Foundation before you start using our logo for marketing and media purposes.