



## Third Party Event Ideas and Tips

### Third Party Event Ideas

*If you would like to support Big Sisters of BC Lower Mainland with a Third Party Event but need a little inspiration, here are some great ideas for fundraising events!*

**Host a movie night:** Movie nights are a great way to get people inspired and informed. Big Sisters can give you advice on what movies would really connect people to our work.

**Host an art show:** Support local art while supporting Big Sisters. With some wine and cheese and art to view, you have a fantastic cultural evening with a cause.

**Benefit Concert/Play:** Music/Theatre and advocacy are the perfect combination. A night that entertains and informs!

**Quiz Night:** Hands on buzzers! Wow your friends and colleagues with your in-depth knowledge of 70's punk music, movies, rock bands, or Canadian sports stars.

**Clothing Swap:** This is a win-win situation for everyone: get rid of the clothes that have been hiding in the back of your closet and get a whole new look for the cost of a donation to Big Sisters. Looking sharp + helping others in need = AWESOME!

**Sporting Events and Tournaments:** Host a sports game or tournament with an entrance fee, or have participants raise money to participate. Split the pot or donate it all to Big Sisters. (E.g. Baseball game, football game, golf tournament, tennis tournament, fishing derby, poker tournament, ping pong/pool/billiards/darts tournament, soccer tournament.)

**Holiday Party:** Is your office hosting a Holiday Party? Consider making Big Sisters your charitable partner and asking employees to make a donation in lieu of a Secret Santa gift, or consider making one larger donation on behalf of your organization instead of individual gifts this year. Many companies will consider matching a portion of the donations made so set a fundraising goal of \$1,000 or more and start a holiday drive and then celebrate your success at your Holiday Party!

**Raffles:** Line up some great prizes or incentives and hold a raffle at your work for a chance to win a day off, company swag or products, free lunch, etc. You could also hold a 50/50 draw to help you reach your fundraising goal!

#### **Other Ideas:**

- Garage Sale
- BBQ or Bake Sale
- Loonie/Toonie Drive
- Car Wash/Pet Wash
- Arts and Crafts sale/show
- "Dress Down" Day at the office

## Event Planning Tips

1. Once you've decided what type of third party event you'd like to hold to raise funds for Big Sisters, contact Big Sisters of BC Lower Mainland (604-873-4525 ext. 317) to see if your event idea fits with our mission.
2. Complete and submit Big Sisters' Third Party Event Application and Guidelines (found at [www.bigsisters.bc.ca](http://www.bigsisters.bc.ca)). Please **submit your proposal a minimum of 6 weeks before your event** and allow 1 week for Big Sisters to respond.
3. Receive approval from Big Sisters for your event.
4. Recruit friends, family and/or colleagues to help you plan your event.
5. Create a "To Do List" with a timeline to plan your event from start to finish.
6. Create your event budget – think about costs and revenue.
7. Book your event! Think about your needs for venue, audio/visual, catering, décor, photography, etc.
8. Determine if you need any permits or licenses (i.e for raffle, 50/50 draw, special event license, etc). Apply for all permits/licenses as needed – make sure you allow time for them to be approved.
9. Investigate sponsorship possibilities for your event. Compile a list of potential sponsors you plan to approach and submit them to Big Sisters to check if these sponsors are already involved with Big Sisters. (Note: Big Sisters is unable to help you recruit sponsors for your event.)
10. Think of ways to promote your event – social networking, free listings, posters, public service announcements on local radio/TV stations, etc.
11. Put an invite/guest list together and send out invitations.
12. Sell tickets through your network or online. There are a number of websites like [www.eventbrite.ca](http://www.eventbrite.ca) and [www.eventelephant.com](http://www.eventelephant.com) that allow you to sell tickets online for a minimum charge.

***Remember...Event planning always takes longer than you expect –  
give yourself enough time to create a successful event!***

**Want to chat about event ideas or planning tips?  
Contact Big Sisters at 604-873-4525 ext. 317.**