



**Big Sisters**  
OF BC LOWER MAINLAND

## Third Party Event Ideas and Tips

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!

### Personal 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!

**Casino/Poker night:** Test your luck on the tables by hosting a casino night with your friends. All winnings go to Big Sisters BCLM. For added fun create a theme like James Bond or Monte Carlo nights.

**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.)

**Garage Sale:** Sell off unwanted furniture, clothing and Knick knacks with the added benefit of cleaning out unwanted clutter from your home. All sales go to Big Sisters BCLM

### Corporate Events

**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!

**Gift wrapping:** Great for the holiday season. Set up a table where your colleagues can have their gifts beautifully wrapped for a donation to Big Sisters BCLM.

**Speaker Series:** Host a lunch or afternoon tea with a speaker that colleagues can attend to learn about a variety of issues, skill building or motivation. Guests pay to attend with proceeds going to Big Sisters BCLM.

## **School Events**

**Bake Sale:** Treats for a cause! Run a bake sale through your school or organization with proceeds going to Big Sisters BCLM.

**Loonie/Toonie Drive:** Small change can have a big impact through a loonie and toonie drive at your school or organization!

**Craft Sale:** Host an arts and crafts fair of the students work with all sales going to Big Sisters BCLM.

**Car Wash:** A great way to cool off in the summer by hosting a fundraising car wash. Students volunteer to wash cars for a donation to Big Sisters from the driver.

**Term Fundraising:** A inspiring way for your students to make a difference while learning valuable leadership, planning and financial management skills is by hosting term long fundraising teams in which each team is tasked with planning one or many fundraising events throughout the terms and at the end of term whichever team has raised the most funds wins! All funds are then donated to Big Sisters.

**Math for Mentorship:** Parents and teachers 'sponsor' students to complete math sheets donating a set amount per completed assignment.

**Color day:** Students get to wear a different color for one day - they pay \$1-5 to participate in the event.

## **Event Planning List**

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 (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 2 weeks 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 (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 778-513-4396**

## **Event Checklist**

**6 to 8 weeks before event**

- Decide on event – type, fundraising goals, location, number of guests
- Contact Big Sisters BCLM to propose event idea
- Fill out and submit Big Sisters Third Party Event Application
- Get acceptance from Big Sisters
- Book and confirm venue
- Draft Budget
- Apply for special licensing if required (raffle, poker, 50/50, alcohol)

#### **4 to 6 weeks before event**

- Create guestlist
- Send invites
- Select your menu
- Book photographer, décor rentals, catering etc.

#### **2 to 4 weeks before event**

- Check guest dietary restrictions

#### **1 to 2 weeks before event**

- Send out event reminder
- Confirm all vendor bookings

#### **Event Day**

- Set up (give yourself plenty of time)
- Take photos – post on social media
- Ensure donations are being tacked if you would like individual tax receipts

#### **After Event**

- Clean up
- Reconcile your budget and organize tax receipting information
- Thank your guests for attending and donating
- Send donations to Big Sisters BCLM!