

HOW TO HOST A FUNDRAISER

BENEFITING BIG BROTHERS OF GREATER VANCOUVER

When coordinating a fundraiser, it's important to take some time and think about all of the necessary arrangements and information related to your event. Our checklist will help ensure that you cover every important detail and help you come up with creative ways to raise money for Big Brothers of Greater Vancouver.

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SELECT YOUR FUNDRAISER:

There is no limit to creativity when brainstorming ideas for successful fundraising events. Engage your team to think BIG. Here are just a few ideas to consider:

- Sporting Events
- Golf Tournament
- Softball Tournament
- Hockey Tournament
- Auction
- Battle of the Bands
- Benefit Dinner
- Bingo Night
- Carnival/Festival
- Concert/Play
- Dinner Party
- Donations in Lieu of Gifts
- Wine Tasting
- Traditional Gala Event
- Pledged Events
- Poker Tournament
- Proceeds from Sales
- Raffle
- Run/Walk/Ride
- Ticketed Event
- Casino Night

Once you have selected a fundraiser idea fill out our Fundraiser Proposal Form [here](#)

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BEFORE THE EVENT:

- Get approval from Big Brothers for the event
(a minimum of 14 business days in advance)
- Receive endorsement letter and logo from Big Brothers
- Recruit and train volunteers
- Make a budget
- Confirm venue
- Make note of contact info
- Apply for any needed permits
(ex. liquor license or city permit)
- Request gaming license from Big Brothers for raffle and 50/50
(minimum 14 business days notice)
- Make note of equipment requirements.
- Seek sponsorship from the local businesses, etc.
(use your endorsement letter to help with this)
- Create and distribute promotional material
(All promotional material must be approved by Big Brothers)
- Reach out to local arts/culture/media publications.

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AFTER THE EVENT:

- Send donation to Big Brothers of Greater Vancouver.
- Send donor information to Big Brothers of Greater Vancouver to ensure that tax receipts are issued to donors.
- Send thank-you notes to volunteers, sponsors and others who helped make your event a success!
- Compile photos and send to Big Brothers of Greater Vancouver.
- Share your success on social media and tag @bigbrothersyvr



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