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Tips for a Successful Event

- 1. Have you considered aligning with an already existing event?** Check the list of events taking place to see if the service line you are passionate about has an event scheduled and join forces with them to support the cause.
- 2. Find something you are passionate about**
Building upon something you love will not only make the event planning easier, but it will also ensure you will have fun doing it. If you need help deciding what type of fundraiser to host, please view our suggested ideas below.
- 3. Form a committee**
Recruit enthusiastic people whose dedication and skills will make your event a success. Involve enough volunteers to share the workload.
- 4. Set a goal**
Set a realistic goal that you can measure and attain.
- 5. Identify your target audience**
Who do you want to participate in your event? Does it include public participation or is it geared to members of a specific organization?
- 6. Schedule your event**
Pick a date and time that is convenient for you and one that encourages maximum participation. Make sure to give yourself plenty of time to organize.
- 7. Plan your budget**
Document projected expenses and identify who will cover payment of expenses. Once you know approximately how much it will cost to manage your event, determine how much income will be needed to reach your fundraising goal.
- 8. Promote and Publicize**
Get the word out! Make sure your target audience is aware of the event through posters, flyers, community bulletin boards, e-mails, and word-of-mouth, social media.
- 9. Thank your supporters**
Once the event is complete, make sure to send a thank you to everyone who helped

Suggested Fundraising Ideas

- **Bake sale**
Bake your favorite sweets and sell them to neighbors, friends, and co-workers with proceeds benefiting the charity.
- **Car wash**
Gather your friends and family and host a car wash in your community to benefit the hospital.
- **Jeans day**
Ask your boss if your company could host a jeans day once a month. On the designated day, anyone who donates \$10 to the charity can wear jeans for the day.
- **Gift Exchange** In lieu of a holiday gift exchange, choose an area of the hospital to designate support
- **Dinner with friends**
Host a dinner party for friends, asking each guest or couple to bring a check for the charity in the amount it would have cost them to go out for dinner.
- **Birthday party**
Rather than asking for birthday gifts, invite your guests to bring a check for the charity.
- **Yard sale**
Invite neighbors and friends to have a yard sale in your neighborhood with proceeds benefiting the charity.
- **Paint night**
Organize a paint night with friends and collect donations for your charity