



How to Hold Your Event

There are a number of different ways to raise funds for The Bandaged Bear Day™ Appeal. In keeping with the theme "When I grow up, I want to be..." we have developed a few simple steps below to get your started:

1. What will your event be?
2. Choosing your venue
3. Picking a date
4. Inviting your friends
5. Throwing the party

What will your event be?

So you need a little bit of help? Here are a few ideas for your event! All of which you can do dressed up as what YOU want/ed to be when you grow up.

- Movie Night
- Pamper Night
- Big Breakfast
- BBQ
- Talent Night / Battle of the Bands
- Murder Mystery Night
- Auctions
- Book sale
- Fashion parade
- Healthy morning or afternoon tea
- Luncheons
- Picnic in the park
- Sports days
- Trivia night
- Dinner party

Why not encourage guests to bring a plate along, charge an entry fee (extra for those who don't dress up), have raffles and auctions, or do all the catering yourself and ask guests to pay a certain amount for each food item. This works well for an outdoor event such as a BBQ or Big Breakfast.

Another good idea is to incorporate your event into one that you currently organise. For example, do you have a group of friends who meet up once a month, a mothers group, a corporate event/morning tea, a youth group? All of these provide a fantastic opportunity for you to tack on fundraising activities that won't take up much of your time.

Choosing your venue

When choosing your venue for a host event, it is always a good idea to do it in a place that you are familiar with. Host it in an accessible location and use directional signage to provide easy access if guests haven't been there before.

Make sure the venue has all the amenities you require (e.g. kitchen, washrooms, audio/visual equipment, shaded rest area with seating, parking, wheelchair accessibility and a play area for children).

If it's to be held outdoors make sure you have a 'Plan B' in case it rains.

Picking a date

Bandaged Bear Day is held on Friday 26 March, however, the Appeal runs throughout the entire month of March. Make sure you give yourself enough time to plan.

Inviting your friends

As soon as you know the date, time and location of the event, be sure to send out a save-the-date to your potential guests, even if this is a simple email, note or an event on Facebook. Concrete details can be provided closer to the date.

If you are holding an event where guests are expected to dress up make sure you give them plenty of time and ideas. Perhaps provide a list such as per below on what to dress up as. Remember, the theme is 'When I grow up, I want to be...' so ask people to dress up as what they want to be when they grow up, or what they wanted to be when they were a small child.

Suggested dress up ideas:

- | | |
|-------------|--------------------|
| - Policeman | - Fashion Designer |
| - Nurse | - Actor/Actress |
| - Doctor | - Rockstar |
| - Fairy | - Olympian |
| - Teacher | - Prime Minister |
| - Fireman | - Vet |
| - Builder | - Astronaut |
| - Chef | - Ballerina |
| - Pilot | |

Throwing the party

1. Do you need some extra help?
Volunteers are essential to planning, organising and executing a larger yet successful activity or event. Why not enlist a group of friends or colleagues to assist in the planning and execution.
2. Does your event need a schedule?
Develop a schedule or document outlining key times, tasks and responsibilities that will help you to keep track of what's going on and who is responsible for what.

3. Who is your audience?
Knowing who will attend and support your event is a must. Make sure you think about who your audience is when selecting an event, venue, sponsorship, promoting your event as well as what prizes you may provide:
 - Children: Toys, Lollies/Chocolate, Vouchers (Bowling, Movies, Miniature Golf)
 - Young Adults: Lollies/Chocolates, Vouchers (Clothes, Movies, CD/DVDs, I-Tunes, Food)
 - Adults: Meat Trays, Fruit Baskets, Alcohol, Chocolates, Tupperware, Vouchers, (Movies, Food, CD/DVDs)

4. Just a few extra considerations:
 - Dietary requirements; be proactive and ask your guests prior to the event if they have any medical restrictions or allergies. This will save you from being unprepared to accommodate their food requests on event day.
 - If providing alcohol, make sure you provide non-alcoholic beverages for those non-drinkers
 - For larger events, or if you have a personal reason as to why you donate to The Children's Hospital at Westmead, why not alert your local paper? We have included an example press release template; please contact the Special Events team for an electronic copy.

Don't forget! We would love to see some of the photos from your event to potentially put up on our website.

Please send any photos to events@chw.edu.au