

Holland Bloorview

Kids Rehabilitation Hospital Foundation

Holland Bloorview Kids Rehabilitation Hospital Foundation Special Event Guidelines



Thank you for choosing Holland Bloorview Kids Rehabilitation Hospital Foundation as the beneficiary of your fundraising event!

The support of third-party special events organizers like you is crucial to our efforts to support the programs, services and research at Holland Bloorview Kids Rehabilitation Hospital. You will be supporting Holland Bloorview's work to enable children and youth to Defy Disability and lead more independent lives.

We have outlined the following steps to assist you in organizing a successful event.

Brainstorming

Conceptualize the idea - weigh it in terms of size, audience, venue, date, interest, talents, and goals to maximize its potential.

Contact the Foundation

Once you have decided on the event, complete the Event Proposal Form and submit to the Foundation for review. If you have immediate questions or need assistance filling out the form, please do not hesitate to contact us by telephone at (416) 424-3809 or email at foundation@hollandbloorview.ca

Liaise with Foundation staff to begin planning your event and to see how we can best assist you. We can make suggestions and support you once your plan is submitted and approved. You will receive a final written agreement between you/your organization and the Foundation.

Enlist Support

Attempt to enlist as much support as possible at the beginning of the event. We suggest striking a committee and dividing into sub-committees so your dedicated and enthusiastic volunteers can each have a manageable role to play in the project.

Establish Your Goals

Set attainable financial goals by creating a realistic and measurable budget with sources of both expenses and income. Attempt to acquire as many donations as possible - reduced

costs result in realizing higher net proceeds for your event. Be aware of your progress – revisit your goals frequently and assess your progress.

Set a Date

Determine an appropriate and convenient time and location for the participants that will be attending. Check other event calendars to ensure there is no conflict.

Logistics

Holland Bloorview Kids Rehabilitation Hospital Foundation would be pleased to review the logistics of your event. We will provide you with information and support you in the areas of volunteers, tax receipting, budgeting, sponsorships, and donations. Please review all lists of potential sponsors with the Foundation staff prior to solicitation.

Marketing and Promotion

After drafting your marketing and promotional materials, please have them reviewed by the Foundation staff to ensure it is consistent with our branding. These materials are key to the success of your event and we would like our partnership to be as successful as possible.

Collecting Money

We request that you collect all monies related to your event and submit them to Holland Bloorview Kids Rehabilitation Hospital Foundation within 60 days of your event. Charitable receipts will be issued within eight weeks of that date (if applicable). Please refer to our tax receipting guidelines to see which gifts can be receipted.

Thank you

The success of your event needs to be shared! Ensure that acknowledgment and thanks are generously given to everyone who supported the event and let them know how much their contribution(s) were appreciated.

Begin Planning for Next Year...

Review and evaluate the success of the event and begin strategies for next year.