



Special Events

*Your guide to holding a successful fundraising event for
Grand River Hospital Foundation*

Grand River Hospital Foundation

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Steps to a Successful Event

Community events are important for raising funds in support of Grand River Hospital Foundation (GRHF). Following, are steps to help you run a successful event:

1. Identify the purpose of the event.
Why do you want to run an event for GRHF? Is there a particular area in the hospital that you would like to donate to?
2. Identify the type of event.
 - BBQ/Carnivals/Fairs
 - Car Wash
 - Donation box/pass the hat
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 - Dress Down Friday's
 - Fashion Show
 - Garage Sale
 - Golf Tournament
 - Walk-a-thon
 - Other
3. The 5 W'S
What is your event?
Who will support and attend your event?
When and *where* will your event take place?
Why do you want to run this event?
4. Research competing events on the same day
5. Register Your Event
Once you have decided on an event please complete our Event Proposal Form online on our Host and Event page or contact GRHF at 519-749-4205 if you would like us to forward an Event Proposal form to you.

Once the form is complete, please submit it to GRHF on-line, by mail, fax (519-729-4354), e-mail (info@grhf.org), or in person.

6. Once you have received approval from GRHF for your event, consider the following steps:
 - a. confirm schedules of organizers and event team
 - b. evaluate volunteer requirements and availability
 - c. list materials and items required
 - d. prepare a budget (do you need a bank account, gaming or liquor licenses)
7. Promote your event
You must obtain permission from GRHF before using our name and/or logo. We ask that you provide a copy of any printed material using our name and/or logo to GRHF for approval prior to printing and distributing it.

For permission and more information, contact our Special Events Coordinator at info@grhf.org or 519-749-4205

What the Grand River Hospital Foundation can do for you:

GRHF will undertake to assist you with your event in the following ways:

- Promote the event to hospital staff (staff news letter, e-mail, website)
- Promote the event to the public through Foundation social media (Facebook & Twitter)
- Supply hospital/foundation brochures for your event as well as a GRH banner to display
- Participate in a cheque presentation with photos
- Recognition following the event (in publications, mobile sign etc.