

HOSTING A DIY FUNDRAISING PARTY / EVENT

Frequently Asked Questions

1. What Is DIY fundraising for The OTIS Foundation?

The OTIS Foundation encourages third-party groups and individuals to fundraise on behalf of The OTIS Foundation by hosting events, which may include Cocktail parties, Spring Racing fundraisers, High Teas or BBQs. We'll provide you with invitation templates, thank you certificate, display poster and OTIS information and to get you started.

2. How do I host a DIY Fundraiser Tea for The OTIS Foundation?

It is completely up to you!! Why not invite friends, neighbours and workmates over to help you fundraise? Or host an event at your workplace. We envisage that the host will either supply a range of delicious fare or ask each guest to bring a plate to share.

3. What type of menu items do people expect at my event?

We've tried to make it easy for you. We created sample High Tea menu's as well as Cocktail lists, and Spring Racing themes to give you some ideas.

4. How do I raise funds?

There are a number of options to raise money, we encourage you to choose whichever options work best for you and your guests:

- Charge admission to attend your event. Up to \$25pp would be reasonable depending on what is supplied (and what your guests will be comfortable with).
- Hold a raffle or mini auction. Speak to local businesses and contacts about donating items that you can raffle or auction. Use the opportunity to sell raffle tickets prior to the event to those who are unable to attend.
- Encourage people to place loose change into the donation tin.
- Create an online fundraising page and promote through your own social media networks. There are a range of online platforms from which you can create your own fundraisings page to encourage people to donate to your cause. Contact us about assistance in creating a specific page for your event or create a generic page via GiveMatcher's online platform by clicking the "Start Fundraising" button at <https://givematcher.com.au/the-otis-foundation>

5. How do I distribute the invitation template supplied to me?

The invitation templates have been created so you can populate the fillable fields with the appropriate details. This way you can email it to invitees or print and mail hard copies. Alternatively, you can print and hand write the details on the invitation template.

6. What other ways can I promote and invite more guests to my event?

Create a Facebook event or simply call your guests to let them know the details of your event. You can also use the invitation template as a poster to be displayed at your workplace or other public space. Keep people in the loop with social media updates and encourage those who can't attend to make a donation to support this great cause.

7. How will I explain to my guests what The OTIS Foundation is?

You will be provided with OTIS collateral (brochures and our most recent newsletter) to display and provide your guests. We will also provide a short two minute video which you might show at the event or circulate via email when you invite your guests.

8. What will the money raised go towards?

Each \$50 raised will allow The OTIS Foundation to provide one night at an OTIS retreat at no cost to someone living with breast cancer and their family. The funds you raise are so important to assist us to keep offering "The OTIS Gift"

9. How do I return money I have raised to The OTIS Foundation?

- a. Complete your details and post back the donation envelope provided with your credit card details or a cheque enclosed.
- b. Direct deposit the money into our account
Bank – Bendigo Bank
BSB – 633 000
Account Number – 117144170
Account Name – OTIS Foundation Gift Account
Please include your details in the description
- c. Online at www.otisfoundation.org.au
- d. Telephone your credit card details on (03) 5444 1185

10. Are there any other tricks or ideas to help me raise lots of money for The OTIS Foundation?

Our biggest advocate is you! Tell people your story and the connection you have with The OTIS Foundation. If you've been a guest, tell your people what a stay at an OTIS retreat meant for you and the positive impact it had. Make sure people know what inspired you to organise a fundraiser for The OTIS Foundation.

11. Feedback

Following your event, we will contact you to find out what worked and what can be improved for future years. We would love to see photos from your event that we can share in our marketing efforts and please make sure you tag the OTIS Foundation in any social media posts so we can share.



- TheOtisFoundation



- @theotisfoundation



- @OtisRetreats

More information

Please don't hesitate to contact us with any questions or if we can provide any support to assist making your fundraiser a success.

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Work days: Tuesday, Wednesday and Thursday