Thank you for your interest in planning an event to benefit NW Sarcoma Foundation. We are able to provide hope, education, research, and support to Sarcoma patients and their families because our generous supporters and advocates inspire and engage our community through support and outreach.

Various types of 3rd-party fundraising event ideas are listed below:

- Arts/Crafts Fair
- Bake Sale
- Benefit Sales
- Blue Jean Day
- Book Sale
- Bowling Tournament
- Bike-a-thon/Race
- Breakfast with Santa/Easter Bunny
- Bridge Party
- Cake/Cookie Walk
- Can/Bottle Drive
- Car Raffle
- Car Wash
- Celebrity Auction
- Celebrity Basketball
- Chili/Food Cook-Off
- Concert(s)
- Craft Bazaar
- Dance-a-thon
- Dessert Reception
- Dinner Party
- Doggie Bath
- Donations in Lieu of Gifts
- Donkey Basketball
- Fashion Show/Lunch
- Festival Indy 500 Party
- Fishing Contest
- Flower Sale
- Frisbee Golf Tournament
- Game Night
- Garage Sale
- Golf Tournament
- Hot Air Balloon Rides
- Hugging Booth
- Ice Cream Social
- Jazz Festival
- Kentucky Derby Party
- Kite Flying Contest
- Las Vegas Night
- Male Beauty Contest
- Marathon Dancing
- Motorcycle Raffle
- Murder Mystery Dinner
- Oscars Party
- Penny Drive
- Pet Show
- Photo Contest
- Pictures with Santa/Easter Bunny
- Pie/Dessert Auction
- Plant Sale
- Progressive Dinner
- Quilt Show/Raffle
- Recipe Book
- Refreshment Stand
- Retail Shopping Give Back Day
- Scavenger Hunt
- School Dance
- Silent Auction
- Speaker Series
- Talent Show
- Theme Parties
- Wedding Fashion Show
- White Elephant Sale
- Wii Tournament
- Wine/Beer/Liquor Tasting
- Yard Game Tournament

**Planning Tools**

To help keep you and your event organized, use this checklist to ensure everything is covered. For a closer look at this in-depth event planning resource, click download the Closer Look.
Pre-Event (Concept)

- Form a planning committee. You can fundraise on your own, or with friends and neighbors.
- Brainstorm ideas. Check out our event idea list to help get you started.
- Make sure to consider any possible safety or legal issues. Adjust your plans accordingly.
- Determine how many people you’ll need to help you with your event and recruit volunteers.
- Create a fundraising goal and establish an event budget.
- Pick your date and schedule your event.
- Secure a venue/location.
- Download and complete the 3rd-party application form and submit. Applications should be received a minimum of eight weeks prior to your event date.
- Secure any needed permits, licenses, insurance, etc.
  - Insurance Indemnity Clause: The event sponsors or hosts agree to indemnify and hold harmless the Northwest Sarcoma Foundation and its affiliates, from all claims and liabilities, including attorney’s fees, that may arise from any acts or omissions of their agents, volunteers, or employees, or from any claim by them or anyone else relating to the quality, performance, or failure to perform during the specified time period of the event.
- Develop a timeline.
- Create a list of businesses and in-kind donations for community support.

Before your event

- Promote the event after all materials have been approved.
- Create an invite list to get your event started. This will grow with announcements.
- Mail/email invitations and announcements.
- Post information at local businesses or online.
- Alert local media.
- Invite local officials and celebrities.
- Determine your menu/refreshment needs.
- Secure entertainment and other vendors (tents, tables, chairs, etc.).
NW SARCOMA FOUNDATION THIRD-PARTY FUNDRAISING
PROGRAM HOW-TO KIT

Before your event (con’t)

- Solicit donations and support from community businesses. This includes raffle or auction items.
  - Underwriters (sponsorships): NW Sarcoma Foundation reserves the right to review underwriter proposals and packages for appropriate use of the NW Sarcoma Foundation name, as well as language regarding charitable deductions. Please keep in mind, when approaching businesses and corporations for assistance with events that many local organizations are already involved in fundraising for NW Sarcoma Foundation and may not wish to make additional donations. To find out if a particular business has been approached for support, please work with your NW Sarcoma Foundation contact.
- Secure volunteers.
- Finalize program/event logistics.

During your event

- Ensure volunteers have clear directions and understand their roles.
- Assign someone to be responsible for handling the donations.
- Bring pledge forms to ensure no donations are missed.
- Have fun! You’re doing a great thing for a great cause so be sure to enjoy yourself too.

After your event

- Be sure to thank your donors, honored guests, sponsors, etc
- Collect the funds.
- Pay vendors.
- Complete the Financial Summary Form.
- Send your completed final review form along with the funds, to NW Sarcoma Foundation, Attn: Special Events, 117 E Louisa Street, #443 Seattle, WA 98102
- Celebrate! You did it!!!!

For a closer look at this in-depth event planning resource, download a CLOSER LOOK document.
Frequently Asked Questions

- Can I organize a raffle or a 50/50 draw for my event?
  Yes. Please see rules and regulations regarding drawings and raffles for your state.

- Can I use your logo on my website, product, or publicity materials?
  The NW Sarcoma Foundation does not share logos for use in materials produced by third-party partners. You may, however, use the NW Sarcoma Foundation name in reference to an approved third-party event – i.e.: “Dream Big Dinner in support of NW Sarcoma Foundation Research Grants”.

  NOTE: You must receive approval of context, i.e.: location, wording, how long it will be visible to the public, prior to any release of information. All publicity including media releases, print/promotional materials, for the proposed event must be approved by NW Sarcoma Foundation prior to being printed and/or released. Permissions for use of NW Sarcoma Foundation’s name must be approved per event and may not be used on an ongoing basis thereafter unless given written permission.

- How can I cover the costs of my event?
  There are plenty of ways you can get your fundraiser started for minimal costs. Local stores or companies may agree to sponsor your event, donate goods, or lend you their services for free. You may also use your own funds as start-up then reimburse yourself from funds sent directly to you, please keep accurate documentation of all expenses for your final reporting.

  NOTE: NW Sarcoma Foundation will not cover the costs of your event.

- Can I advertise my event on the NW Sarcoma Foundation website?
  We would be happy to promote your benefit event on our calendar page, www.nwsarcom.org/calendar.