

Hosting a successful event for ovarian cancer research

Hosting an event can be a great way to get your friends, colleagues and family together to help raise funds for ovarian cancer research at Mater. Regardless of whether you host it by yourself or form a committee to share the workload, you can have a lot of fun while supporting a great cause. Check out our top tips for making your next event successful.

- **Decide on what type of fundraising event you'd like to host**—a long lunch, high tea or cocktail party. The options are endless!
 - **Decide on a date and a location**—this could be a sunset soiree at your house, or a high tea at your favourite tea house.
 - **Create your fundraising page**—register online at www.teafor teal.org.au.
 - **Create a guest list and design invitations.** Then send them out via email, Facebook or post.
 - **Approach local businesses** or your own personal contacts and ask if they'd like to donate to your event—we have a template letter that you can use. Don't be shy!
 - **Get your tickets!** Does your venue only seat a certain number of people and you want people to purchase tickets? You can try a simple online booking site such as StickyTickets or TryBooking to manage the bookings for your event.
 - **Let the Tea for Teal team know** when your event is so that we can help! We can assist by sending you decorations, money tins and more!
 - **Plan your menu**—make sure everyone has plenty to eat!
 - **Organise your guest list**—who is coming? Then organise their seating plan.
 - **Gather your prizes** and put them into categories. Do you want to raffle them off, use them in a Silent Auction, or both? Prizes are a great way to boost your fundraising at your event!
 - **Friends can't make your event?** That's OK! Send them the link to your online fundraising page and ask them if they would like to make a donation.
 - **Have your money tins** and pledge cards ready to take donations during your event.
 - **Don't forget to send out a big thank you** to your guests and supporters after your event and let them know how much money you raised.
- Have a question or need help setting up your online fundraising page?**
Give the team a call on 1800 440 155 or email teafor teal@mater.org.au

Feel Teal

Supporting ovarian cancer research at Mater

www.teafor teal.org.au 1800 440 155

 **Mater**
Foundation

Templates to ask businesses to support you

Need to ask for prizes for your event?

We've created some templates below to help you!

OPTION 1

Dear <insert name> or "To whom it may concern"

I am writing to you on behalf of Mater Foundation, an organisation which helps fund vital research into ovarian cancer.

It's a terrifying reality that two out of three women diagnosed with ovarian cancer in Australia—our mothers, sisters, wives and dear friends—will eventually die from the disease.

And this heartbreaking figure hasn't changed in over 15 years.

This <insert month> I will be holding a <insert event type> to raise much needed funds to change the future for women with ovarian cancer by supporting research at Mater. My goal is to raise <insert fundraising goal>.

I'm requesting your support in providing a gift voucher or prize to assist me in my fundraising efforts (Try asking for something specific).

Thank you in anticipation of your support! It will enable Mater researchers to continue working tirelessly to increase early diagnoses and raise survival rates for women with ovarian cancer.

Kind regards,

<insert name, address, email and contact details>

OPTION 2

Dear <insert name> or "To whom it may concern"

My name is <insert name> and this <insert month> I will be hosting a <insert event type>. My goal is to raise <insert fundraising goal> to help change the future of women with ovarian cancer by supporting world-class research at Mater.

(Insert reason why you are hosting an event for ovarian cancer research—it could be a personal story).

To help me raise money at my event I am seeking donation or prizes such as <insert product, service or voucher>.

It would be wonderful if <insert business name> could donate a raffle prize to help me reach my fundraising target and, more importantly, to raise vital funds for ovarian cancer research at Mater.

Your support would be greatly appreciated.

Thank you in advance.

Kind regards,

<insert name, address, email and contact details>