

Candace's Tips for Holding a Successful Fundraiser

1. Develop a guest list 4X the size of what your venue will hold. Include friends, family, neighbors, church, former colleagues, and vendors where you spend money. Choose a venue that is free, like your own home.
2. Use a standard invitation (one that we have already have on file) so you are not wasting energy or expenses on redesigning a new one.
3. Include an RSVP card, which includes sponsorship levels. Many people who cannot come will send a donation or sponsorship. I raised \$21,000 before the night of the event
4. Call your big donors and ask them to be a sponsor of your event; send a personal thank you for big gifts as soon as check arrives, apply for corporate sponsors and invite their local sales reps.
5. Ask vendors you frequent to donate baskets or items for silent auctions
6. Prepare a budget; don't spend more for venue, food, or wine than budget allows. Your goal is to make money.
7. Send personal thank you notes to the vendors who donate items, telling them how successful the event was.
8. Track who you invited, who came, and who gave money or goods so their names can be added to database.
9. Give Gen a final accounting of expenses and income so she knows how to write the legally required thank you notes,

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