



Host your own fundraiser for Catholic Charities



Join together with family, friends, and coworkers to support Catholic Charities Twin Cities! Hosting a fundraiser is an impactful way to support our work. *Use this guide to get started!*



CATHOLIC
CHARITIES
Twin Cities

CHOOSE AN EVENT

Almost any event can become a fundraiser! Choose something that will be fun to plan and to attend. A few ideas include:

- Backyard concert
- Bingo
- Dance party
- Dinner party
- Karaoke night
- Movie screening
- Sports tournament
- Wine and cheese night
- Walk, run, or bike ride

SET GOALS

How many people would you like to attend your event? How will you share about Catholic Charities work? What is your fundraising goal?

Catholic Charities staff are available to help you think through these details and provide materials to help communicate about our organization. It can also be helpful to set a budget for your event, taking your answers to these questions into consideration.

CHOOSE A VENUE AND DATE

Select a place to host your event that will be convenient for you and your guests. Consider how many people can comfortably be in the space, mobility accessibility, transportation like parking and public transit access, and costs associated with the space.

Let Catholic Charities know what you decide—we'd be happy to have a staff member join you to share about our work! You can reach our fundraising team at (612) 204-8374.

INVITE GUESTS

Decide if you will invite guests through the mail, over email, over the phone, using an online event platform, or through a combination of methods. Consider using the communication timeline on the reverse of this page as a guide.

GATHER EVENT MATERIALS

What will you need to host your event? Use the event materials list on the reverse of this page to get started.

HOST THE EVENT!

Have fun on the big day! Consider recruiting a few friends to help with day-of tasks like greeting guests, keeping an eye on any food or materials, or other tasks that will help you focus on your guests.

AFTER THE EVENT

Thank your guests and event volunteers for attending and supporting Catholic Charities. Send proceeds to:

Catholic Charities Twin Cities
Attn: Development Department
1007 East 14th Street
Minneapolis, MN 55404

Communication

Timeline

Consider using a timeline like this to help you share your event with friends and family.



60 DAYS OUT

Select a venue and date



45 DAYS OUT

Create guest list and decide how you will invite people. Begin writing or designing your invitation if needed.



30 DAYS OUT

Send invitations! Be sure to include:

- Location, date and time
- RSVP date, if needed
- Whether there will be food, drinks, or an activity
- Fundraising goal
- Why Catholic Charities is important to you
- Consider whether you would like people to bring friends or invite people from their own networks



15 DAYS OUT

Send a reminder to people who haven't yet RSVP'd. Try including a fun detail that might encourage them to attend.



WEEK OF THE EVENT

Send one more reminder. If you haven't yet, consider calling people you would most like to attend.



DAY BEFORE THE EVENT

If possible, send an email to the people who RSVP'd yes reminding them of the event details



DAY OF THE EVENT

Thank your guests for making your event a success!

Event

Materials

Use this list as a starting point for what you may want to include in your event

FOOD

- Decide if you will cook, cater, host a potluck, or provide light snacks
- Be sure to provide options for a range of dietary needs

DRINKS

- Consider whether you will serve alcoholic drinks

ENTERTAINMENT

- Activities or games
- Music (playlist or live)
- Photo booth

DECORATIONS

- Tablecloth
- Streamers
- Flowers

CATHOLIC CHARITIES INFORMATION

- Collaborate with Catholic Charities staff to find the materials that will work best for your event!

OTHER ITEMS

- Name tags
- Directional signs
- Pens
- Sign-in sheet
- Invitations



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