

Plan USA

Be a part of it!

Fundraising Tool Kit 0

OLDIES DANCE

Rock to the oldies. Organize a dance with a 50s theme and use the proceeds from your admission, raffles to raise funds.

TIPS AND HINTS:

Tickets:

Selling tickets to the event ahead of time will help you estimate the amount of guests to expect and the amount of refreshments (if any) to have prepared.

Places to advertise:

Post signs about the dance at local restaurants, convenience stores, gas stations, or performing arts centers. Consider posting signs at local high schools, encouraging high school students to attend, and advertising in the local newspaper.

Pick a location:

Try to get permission to use a school auditorium or church hall for the evening. Make sure that the venue you choose will have adequate space for the number of people expected to purchase tickets. Be sure to check with local police about sound ordinances before planning the event.

Be clear about money:

Make sure that you have a clear agreement with the venue management regarding all rental fees. Ask for the space to be donated, you may even want to write a contract or agreement to make the agreement more official.

Audio Equipment:

Many auditoriums already have audio equipment available for use, but may charge for the rental of the equipment. Make sure you know if you have to pay for the equipment ahead of time. Schools will often lend equipment out to faculty and students. Make sure to ask the DJ or band if they are bringing their own equipment, and if not, what type of equipment they will need.

Publicize your event:

Use posters and press releases to notify the community and media of the event. Consider sending out invitations to local organizations, groups, or schools.

Specify where donations will go:

Make sure you specify on the can exactly what cause the donations will be used for. Example: "to purchase school supplies for under privi-

leged children." People will be more likely to give if they can associate their donation with a specific cause or ongoing program. And if it happens to be one that warms the heart, it's money in the bank!

