



EVENTS TOOLKIT 2018



All Hands and Hearts
Smart Response



WE'LL HELP YOU GET STARTED...

All Hands and Heart - Smart Response, has created the Events Tool Kit as a guide to successful event creation. We understand that whilst Fundraising events are extremely valuable in raising awareness and attracting donors, they require a lot of hard work and can be time consuming.

We want to give you the tools you need to create your event more efficiently and effectively, ensuring that your goal is achieved.

The Events Toolkit is comprised of the Communication Toolkit and the Fundraising Toolkit, offering guidelines and resources that will you efficiently and successfully create your event.

“No idea is too small
and all sorts of ideas
have potential to
change the world
as we know it for
the better.”

~ Richard Branson



NO IDEA IS TOO SMALL!

At All Hands and Hearts - Smart Response, we appreciate every effort made to support our work, in efficiently and effectively addressing the immediate and long-term needs of communities impacted by natural disasters.

No idea is too big or too small to make an impact. Just a few ways you can go about fundraising for All hands and Hearts - Smart Response include gala events, campaigns, lemonade stands, bake sales, car washes, art evenings, running a race and so many more...



WHAT WE NEED TO KNOW FROM YOU.

It is critical that every event has a clear vision and that the road-map to event success is laid out. Here are a few details we need to know before the event:

- **Who** - Who is the event being held by?
- **What** - What kind of event will be held?
- **Where** - Where is the event taking place?
- **Why** - What is the mission and purpose of the event?
- **When** - When will the event be taking place?
- **How** - Finer details for materialising the event
- **Financial Goal** - What is the minimum financial goal for the event?
- **Contact Information** - Point of contact for the event organisers
- **Leadership** - Who will be organising the event?
- **Needs** - What support are you requesting from All Hands and Hearts?



COMMUNICATION TOOLKIT

We want to ensure that you have the resources that you need to create a successful and impactful event. Please feel free to make use of the approved All Hands and Hearts - Smart Response information and downloadable resources on this page.

- [Branded Resources: Brochure and Poster](#)
- [Logos](#)
- [Approved Photos](#)
- [About Us Video](#)
- [Social Media Handles, Posts and Hashtags](#)



FUNDRAISING TOOLKIT

Fundraising events are a great way to cultivate support and raise awareness. The success of fundraising events depends on careful planning and organization, therefore, we have created a few downloadable resources to help you create, organize, and track the financial aspects of your event. Please make use of the resources in the links below.

- [Becoming a Successful Fundraiser and Creating Your Classy Page](#)
- [Sending Funds Via Check, Wire and Online](#)
- [Mail-in Donation and Non-Cash Donation Forms](#)
- [Donation Pledge Form](#)
- [501\(c\)3 Letter](#)
- [Frequently Asked Questions](#)



THANK YOU!

Thank you for your efforts in helping us to rebuild disaster-resilient communities! We couldn't do it without your care and support. Please remember to stay in touch - we want to hear from you!

Address and Contact

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