



Tips for a Successful Event

Thank you for hosting an event for The Karen Wellington Foundation for LIVING with Breast Cancer. In an effort to ensure your event is a success, please see the tips below.

- Plan Early
- Know your budget
- Determine your audience
- Recruit volunteers and get others involved
- Visit the KWF website for information on the foundation beforehand
www.karenwellingtonfoundation.org
- Set a list of goals
- Create a timeline
- Let KWF know if you need any promotional material for your event. Please ask us for use of our logo and use it consistently.
- Create a marketing campaign or social media campaign to advertise your event. Please let us know if you would like help in advertising your event on our website and social media sites.
- Take photos of the event and send to KWFCincinnati@gmail.com so that we can acknowledge and share on our website.
- Examples of past events: bake sales, pink days, pink socks for sports teams, fashion show, golf outing, casino night, date auction, logowear (if event is out of the state of Ohio, please contact KWF for more information on this), car wash, pink bracelet sales
- Have FUN!

Lastly, please follow-up with your event to KWF and send any monies collected within a week to the contact on Questionnaire Form. Make checks payable to: The Karen Wellington Foundation. Thank you!