



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
- 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 Facebook page.
- Please take lots of photos of the event and send them to Angeline Wellington at: angeline.wellington@karenwellingtonfoundation.org. We'd like to share on Social Media.
- Have FUN!

Lastly, following your event send sent checks payable to: The Karen Wellington Foundation for LIVING with Breast Cancer 3825 Edwards Rd, Suite 103, Cincinnati, OH 45209