



GUIDELINES AND HELPFUL TIPS

- Please fill out a Third Party Fundraising Event application form and submit to the Calgary Girls Choir B6, 110, 2509 Dieppe Avenue SW Calgary, AB T3E 7J9 or email it to us at info@calgarygirlschoir.com.
- Form a committee to help you plan your event
- Plan well ahead to give yourself time to reach your goals
- Be sure you have chosen the right event for your audience and the time availability of your group
- Set your budget. If you are doing a large event with many attendees you may need to open a bank account.
- Schedule the event
- Promote your event – in certain cases the Calgary Girls Choir may be able to help with this
- Collect the funds – we ask that all funds be forwarded to the Calgary Girls Choir within 90 days of your event. Please allow four weeks from that date for tax receipt to be issued (see information regarding receipting, some proceeds from your event are non-receiptable.)
- Thank you, thank you – please acknowledge everyone who participated in or supported your event and let them know how much you appreciate their help. They would also be proud to hear how much money was raised.