



OTTAWA
NETWORK FOR
EDUCATION

RÉSEAU
D'OTTAWA POUR
L'ÉDUCATION

Event Checklist

Grow with us.
Grandissons ensemble.

ONFE supports student success from K-12.
Le ROPE propulse les jeunes vers la réussite scolaire.



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Thank you for choosing to support the Ottawa Network for Education (ONFE) with your event! We created this handy checklist to help you run a successful event.

In order to get the ball rolling, try asking yourself the following questions:

- * What is the purpose of the event?
- * What is your big idea?
- * Who will come and why?
- * How is your event unique?

These sound like such basic questions, but they set the foundation for your event. Make sure you are focused and have a strong idea, and that it is communicated

to all parties. An event with too many focuses will lack impact and an event without enough focus will seem unintentional.

Once you have your big idea, hold on to it and drive it home!

Events take hard work, detailed planning and lots of energy from many individuals. Whether your event is big or small, they all require a few key ingredients to get started. Use the following checklist to guide your planning.

Helping kids learn,
dream, and **achieve**.

Pour les aider à apprendre,
à rêver et à se **réaliser**.





Choose your event idea!

Refer to our list of fundraising event ideas to help you get the ball rolling, but don't let this list limit your creativity! We are open to all types of fundraising events, and we encourage you to think of your own event, be it a dinner party, pet wash, or anything in between!

Pick a date and time and venue.

When considering the date and venue for your event, it is important to keep in mind who will attend. Knowing what kind of event you'd like to organize, how many guests you'd like to invite and setting a date are all vital early on. Without a date and venue, you cannot move forward with any other bookings. Venues are also where you will spend a lot of your money, and they are generally harder to book if you want to host your event during the busy summer months. Make sure the venue you choose is reputable, has great food (if you are eating) and is within your budget. It is often important to ask yourself the following questions once you get to this stage to help with your planning:

- Do you want an intimate function with family and friends?
- Is your event outdoors or indoors?
- Will your event be subject to weather conditions?
- Have you researched the venue's history and fees?

Create your event budget.

When considering your budget, it is crucial to get the ground work laid before starting to plan your event. It is wise to work within your limits rather than working blindly and being surprised by the invoice at the end, or falling in love with something that you just cannot afford. Some important things to consider are:

- What are your estimated expenses and revenues? Are they realistic?
- Have you shared this budget with ONFE staff?
- How much money are you looking to raise and how do you intend on reaching that goal?

***Tip:** Don't forget to ask non-profit rates for venue and materials, as some venues and companies will give donations or discounted rate if the event is for charity.

Read, complete, sign, and submit ONFE's Event Registration Form.

Please note that ONFE requires the forms to be submitted no later than 30 days in advance of the anticipated event date. Once approved, we will provide you with a Letter of Agreement.

- If necessary, obtain the appropriate licenses and permits.
- Create a work plan and deadlines for tasks.

What can you do in advance? What needs to get done first?

- Promote, promote, promote!

Don't forget to promote your event via word of mouth, social media, or email!

Make sure to tag us so we can help promote your events on our social media channels.

Instagram: onfe_rop

Twitter: ONFE_ROPE

Facebook: onfe.rop

LinkedIn: Ottawa Network for Education

- Host your event and have fun!

To ensure ONFE provides tax or business receipts, where appropriate, please ensure that all event proceeds, including detailed donor information, are delivered within 30 days of your event.

“If you fail to plan, you are planning to fail.”

We are absolutely honoured that you thought of ONFE for your event. We are available to answer questions and provide support throughout the planning process. A great team will be your greatest asset in planning a successful event. Engage your volunteers, ask for their input and show your sincere appreciation for their help.

Thank you for thinking of ONFE!

Benjamin Gardiner

Advancement Officer | Ottawa Network for Education | Réseau d'Ottawa pour l'éducation
613-366-3085 ext. 259 | bgardiner@onfe-rope.ca



Event ToolKit FAQ

Here at the Ottawa Network for Education (ONFE), we know how crucial the community's support is to our work, which is why we are so grateful that you have chosen to organize an event on our behalf.

We created this FAQ so your event can run smoothly from start to finish. Should you have any questions throughout the process, contact Ben Gardiner, Advancement Officer, by [email](#) or by phone (613-366-3085, ext. 259).

1. How does the money I raise make a difference?

We are so grateful for your support! Your group has the option to designate the funds towards any of our programs (School Breakfast Program, OttawaReads, Ottawa Volunteers in Education, JA Ottawa, Employer Connections or Classroom Gardens). Alternatively, you can choose to designate your donation to where the need is greatest for students in the city of Ottawa. If you have any questions, please feel free to contact Ben Gardiner at 613-366-3085, ext. 259, or at bgardiner@onfe-rope.ca.

Here's just a snapshot of what your gift helps us accomplish:

- *\$20 buys salad dressing ingredients or a pesto making kit for one school.
- *\$40 provides literacy support to 40 primary students.
- *\$95 provides one child a healthy meal for one semester.
- *\$125 allows 5 elementary school students to develop entrepreneurial skills.
- *\$250 provides training for 25 volunteers.
- *\$500 teaches 16 middle school students about financial skills.

2. What can ONFE do to promote my event?

We understand promotion is important to the success of your event and we are happy to help! ONFE would love to share, like or retweet your social media posts to promote your event to our social media followers, which include members of all four Ottawa school boards, city counsellors, companies and community members in our city. If you have any questions or would like to speak further about how we can help, contact Ben Gardiner at bgardiner@onfe-rope.ca or at 613-366-3085, ext. 259.

3. What event can I put together to make an impact for students in Ottawa?

We are so glad to hear that you are interested in putting together an event to support children and youth in the Ottawa region. If you are looking for inspiration, please refer to our Event Checklist or the successful events that are listed on our website. For example, you could host a silent auction, a breakfast, a bake sale or a hockey tournament. The choice is yours! If you need any guidance, have questions or want to speak through your ideas, contact Ben Gardiner by email at bgardiner@onfe-rope.ca or by phone at 613-366-3085, ext. 259.



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4. What is ONFE's mailing address?

Our mailing address is as follows:

205-900 Morrison Drive
Ottawa, ON
K2H 8K7

5. What is your charitable registration number?

Thank you for choosing to support children in Ottawa. As a charitable non-profit we have been granted the following CRN number by the CRA: 119071280RR0001

6. How do I submit my event proceeds to ONFE? What information do I need to include?

Thank you so much for your hard work, time and commitment to children in our city. To send your event proceeds to ONFE and start making an impact for students, please feel free to contact us directly at 613-366-3085, ext. 259 or mail a cheque to our office located at 205-900 Morrison Drive, Ottawa, ON, K2H 8K7. To ensure we apply the funds appropriately, we ask that you do not send money or change via mail, as it may get lost. If you require a receipt, please include your name, mailing address, phone number and email and someone from our team will get in touch with you as soon as possible. **Please note: This information will not be shared for any other reason.**

For any other enquiries, please contact Ben Gardiner, Advancement Officer

bgardiner@onfe-ropc.ca
613-366-3085, ext. 259

Thank you for
thinking of ONFE.
Have fun hosting
your event!

