

IMPORTANT INFORMATION

Welcome and thank you for participating in the annual
Northumberland's Biggest Coffee Morning

This event is meant to be fun, easy and worry free. Here are a few simple things to help organize your event.

When you invite people to your event, please make sure they know in advance that it is a fundraiser for the Northumberland Hills Hospital Foundation. It is good to have a heads up, as some may wish to plan for a donation by bringing their cheque book.

DONATIONS

There is no set amount for guests to donate. It will be helpful to have a clear bowl or dish for your guests to drop their donations into.

If guests wish to write a cheque, it should be payable to: NHH Foundation

CHEQUE donations of \$20 or more will automatically receive a donation receipt. Donations below this amount are available upon request.

CASH DONATIONS of \$20 or more will receive a donation receipt from the Northumberland Hills Hospital Foundation; HOWEVER, this donation should be placed in an envelope with the DONORS NAME and ADDRESS written on the outside.

AT THE END OF THE PARTY

Ask a guest/witness to help you count the money (cash and cheques) and write in the total on the COLLECTION FORM. (the Collection Form is enclosed and/or available online)

Have both the organizer and witness sign the COLLECTION FORM

Place the COLLECTION FORM and DONATIONS into an envelope or zip lock bag.

DONATION ENVELOPES

Can be dropped-off at the Foundation office inside the main entrance of the hospital, or arrangements can be made for pick-up.

Thank you for supporting this special event!

For more information, contact Natasha Jacobs
Tel: 905-372-6811 x 3065 or email: njacobs@nhh.ca



PROMOTIONAL TIPS

Business parties

- Make sure your promotional material is in a well lit window so that people walking by can see easily.
- Tell your customers often about your event and invite them to come back to join in the fun!
- Place promotional items in the bags your customer's purchases
- If your party is an open party, make sure we have all of your party information, including date, time and location so it can be included in our event promotion through the local newspaper, our website and social media sites.
- Take advantage of our free advertising. We can provide you with a Facebook cover photo as well as a profile picture for your event page.

Private Parties

- Send your guests personal invitations either through the mail or email. We can assist you in the creation of an e-vite if you prefer to send that way.
- Make sure you get the party date on their radar early!
- Make sure to send a reminder to guests closer to the event date and remind them this is a fundraiser supporting Northumberland Hills Hospital Foundation and donations of \$20 or greater will automatically receive a donation receipt after the event.

PROMOTING THROUGH SOCIAL MEDIA

- Create a event page on Facebook to promote your party.
- The Foundation staff can provide you with cover page images or key information.
- Continue to update your information closer to the event and share any new additions to your event.



REGISTRATION NUMBER: _____
for office use only

COLLECTION RECEIPT

(To be completed by the event organizer and a witness.)

ORGANIZER: _____ WITNESS _____

NAME OF BUSINESS/SCHOOL/GROUP: _____

ADDRESS: _____ PHONE NUMBER: _____

TOTAL AMOUNT COLLECTED: \$ _____

ORGANIZER SIGNATURE: _____ DATE: _____

WITNESS SIGNATURE _____ DATE: _____

**PLEASE PLACE THIS COMPLETED FORM WITH DONATIONS IN A SEALED ENVELOPE
AND DELIVER TO THE FOUNDATION OFFICE, OR SCHEDULE A PICK-UP.**

**For more information please contact Natasha Jacobs at
905-372-6811 ext 3065 or njacobs@nhh.ca**

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COLLECTION RECEIPT

(To be completed by the event organizer and a witness.)

ORGANIZER: _____ WITNESS _____

NAME OF BUSINESS/SCHOOL/GROUP: _____

ADDRESS: _____ PHONE NUMBER: _____

TOTAL AMOUNT COLLECTED: \$ _____

ORGANIZER SIGNATURE: _____ DATE: _____

WITNESS SIGNATURE _____ DATE: _____

**PLEASE LEAVE THIS COMPLETED FORM WITH THE EVENT ORGANIZER
AS PROOF OF FUNDS RECEIVED
THANK YOU!**

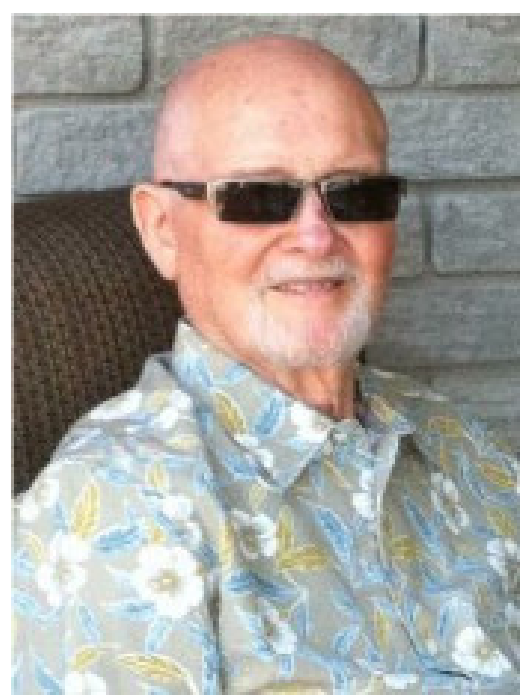
**PLEASE NOTE: Cheque or cash donations of \$20 or more will receive a donation
receipt from the Northumberland Hills Hospital Foundation**



Thank you for joining us as we honour
Gerry Walker, Mary Jubenville and Connie Sherwin

Donation receipts will be automatically issued by the
NHH Foundation for donations of \$20 or more.

THANK YOU!!



Your support means so much to so many!