

How to... Hold a family fun day

Family fun days are a great way to get the local community together while raising funds for Perth Children's Hospital Foundation. Here are some helpful hints to get you started.

Before the day

🐻 Choose a date

Allow yourself plenty of time to organise everything and check there is no other big event on the same day – you want to maximise attendance at your event!

🐻 Pick a venue

It could be a school oval, community hall or perhaps the local sports club.

🐻 Get a team together

If any of your friends have a talent – baking, sports, sales, sewing, graphic design – put it to good use!

🐻 Delegate key tasks

You can't do it all, so ask others to take on specific tasks such as sourcing raffle prizes (check out our 'How to' guide on this) or organising a stall, race or other activity for the day.

🐻 Get local businesses involved

Ask them to donate things you need for your day – anything from marquees and fencing, to drinks and prizes. If you don't have to pay for it, you will be able to donate more to help kids in hospital.

Spread the word

- 🐻 Use your network of friends, family and colleagues to gain support.
- 🐻 Let people in your local area know what you are doing – the earlier the better. Grab some Perth Children's Hospital Foundation posters and put them up in local businesses like the supermarket, doctors' offices, pharmacy, library, cafes, school and anywhere that will take them! You could also do a letterbox drop in your local area.
- 🐻 Use your social media pages to promote your event and spread the word. Make your posts as vibrant, informative and as entertaining as possible to attract supporters.
- 🐻 Make sure your local paper knows about your event and ask them to help promote it by writing an article or giving you a free ad.
- 🐻 Check out our other handy 'How to' guides for great tips on these topics!



Ideas to put the fun into fundraising

- It's a good idea to get a balance of entertainment and fundraising to make the day really enjoyable for everyone.
- Try to get as many of the things you need for your event donated. If you really have to pay for something, always ask for a charity rate.
- Get the local community involved. Are there any local bands, dance groups or entertainers you can approach? Or local groups who may want to run a stall?
- The more activities there are, the longer people will stay! Here are some ideas:
 - Cake stall or baking competition
 - Book stall
 - Lucky dip
 - Guess the number of beans in a jar or guess the teddy bear's name
 - Crazy races – from space hoppers to the traditional three-legged or egg and spoon race
 - Tug of war
 - Themed fancy dress competition for the kids
 - A pamper area – massages, nails, hair and make-up
 - Garden games – giant jenga, an obstacle course or croquet
 - Treasure hunt or scavenger hunt
 - A magician or puppet show
 - Facepainting and/or balloon twisting
 - Arts and crafts activity stalls
 - Bouncy castle
 - A BBQ, popcorn, fairy-floss or ice-cream stall

Raffles and tombolas

- A raffle can be a great and fairly easy way to get lots of people involved in raising money at your event. You will need to source a number of great prizes which are guaranteed to grab people's interest and get them buying up your tickets – we have a 'How to' guide to help with that!
- A tombola is a great money earner. If you run one, make sure it's in a prominent spot where everyone can see it with all your prizes on display. Mix a few top prizes with a few smaller ones, making sure you have a good range that will appeal to a variety of people.

The serious stuff

Licences

Contact your local council in advance to check whether you need any special licences or permissions. You may need a licence if you are:

- providing live entertainment
- selling alcohol
- holding a collection on public property

Insurance

Check if your venue already has insurance which will cover your event. Perth Children's Hospital Foundation insurance only covers our own events and activities, not those of third parties fundraising for us.

Health and safety

It's good practice to put together a risk assessment plan to identify anything that could potentially cause harm on the day. Remember to think about solutions. For example, have someone at your event who is trained in first-aid. It's worth asking your local council for advice.

Be sure you read through our Community Fundraising Guidelines as there's more information on the serious stuff there.

After the big day

- Send a thank you note to everyone who helped and tell them how much was raised.
- Issue a media release with a photo from the day and details of who was there and how much was raised.
- Complete and return the Fundraising Completion Form in our Community Fundraising Guidelines and donate your hard earned funds to help kids in hospital!

