



## Community Event FAQ

### **What kind of community event could I host?**

Community events come in all shapes and sizes, from 'pinked' local cricket matches, high teas, charity dinners, fun runs, bake sales, breaking Guinness World Records, bike rides, golf days or even pub crawls!

Click here [\[insert link to download A-Z guide of activity\]](#) to download the A-Z of community events you might like to consider before planning your community event.

### **Will the McGrath Foundation help me run my event?**

As we receive so many requests each year it is impossible for us to host your event for you. It is expected that individual community events will be organised entirely by the host/community group coordinating the event and any expenses will be the responsibility of the community event host/community group.

However, the McGrath Foundation can support your event with promotional collateral to dress-up your event with breast awareness cards, posters, balloons, donation cards and stickers. We are also able to provide you with merchandise on consignment for you to sell at your event.

Remember, in order to fulfil our legal licensing requirements, you **MUST** register your event with the McGrath Foundation and receive a Letter of Authority to fundraise on our behalf.

Once you have received your Letter of Authority, we can work with you to make your event as fun as it can be!

It's also important to note that while we do consider all requests to have a McGrath Foundation spokesperson attend your event, we are unable to event every event due to the overwhelming amount of requests we receive each year. So please do not be disappointed if we can't make it to your event.

### **How can I promote my event to make it a success?**

There are lots of ways to promote your event – advertising, contacting your local radio station or local paper, telling your friends and family or even using online social networking sites like Facebook or MySpace.



To help you promote your event, we've developed a tip sheet to give you ideas on how to spread the word about your event. Click here [insert link to tip sheet] to download the tip sheet.

It's important to remember that until you have received your Letter of Authority, you **CANNOT** undertake any promotion of your event. You must wait until you have received your letter before you can proceed.

It is also a requirement that ALL advertising and promotional materials (press releases, advertising layout/copy, fliers, etc) are sent to the McGrath Foundation for approval before being distributed.

The McGrath Foundation reserve the right to decline involvement with any community event we deem has been promoting their event prior to receiving their Letter of Authority or has not provided us with promotional materials in advance of being distributed. We also reserve the right to decline any opportunity deemed to be profiteering from the community event.

#### **How can I register my community event?**

To submit your community event for authorisation, please download the Community Event Application Form and Community Event Proposal from the McGrath Foundation website and return both via email to [communityevents@mcgrathfoundation.com.au](mailto:communityevents@mcgrathfoundation.com.au) or via fax at (02) 9958 0140).

Once these have been filled out and returned to the McGrath Foundation, we will assess your proposal and forward through your Letter of Authority. Make sure you read the McGrath Foundation Community Event Guidelines [insert download for guidelines] before proceeding.

#### **How long will it take before I receive my Letter of Authority?**

Community Events Applications generally take a week to process – Given the number of Community Events Applications we are currently receiving, we thank you in advance for your patience while we consider your event.