



Fundraising & Events Guide for Third-Party Fundraising Events

Table of Contents

Fundraising Overview	Page 2
The RYR-1 Foundation Overview	Page 3
Third-Party Fundraising Events	Page 4
Planning and Organizing an Event	Pages 5-10
FAQs	Pages 11-12
Release Form	Page 13
Post Event Report and Evaluation	Page 14

Fundraising Overview

How am I helping The RYR-1 Foundation?

Thank you for your interest in raising funds to support The RYR-1 Foundation. Our success depends on the initiative of supporters like YOU. Each dollar you raise will help The RYR-1 Foundation support the development of possible treatments, as well as provide vital information to our community. We are grateful for your desire to help and look forward to working with you so people will no longer suffer from RYR-1-related diseases (RYR-1-RD).

Although The RYR-1 Foundation does conduct fundraising on its own, it appreciates the support it receives from fundraising events organized by you ("Third-Party Events"). To aid in your efforts, this toolkit provides you with helpful planning tips as well as guidelines to ensure your event is carried out appropriately and safely. An application ([fundraising application](#)) to The RYR-1 Foundation is necessary, and each one will be carefully reviewed and evaluated for viability and appropriateness for The RYR-1 Foundation's goals and objectives. **Please note, due to potential liability, The RYR-1 Foundation must be notified in writing if there are any significant changes to the event once it is approved. If liabilities arise or if circumstances warrant, The RYR-1 Foundation may at any time direct you to cancel the event.**

What does The RYR-1 Foundation do with the donations we receive?

Science & Research - Since January 2016, we have been actively funding approved research into RYR-1-RD. Grants have been provided to investigators around the world in various fields relevant to RYR-1-RD.

Education & Scientific Meetings - Our biannual Scientific Advisory Board (SAB) meetings and other meetings bring together numerous individuals from around the world. We are able to educate both affected individuals and families as well as leading experts and new researchers in RYR-1-RD.

Awareness - We work continuously to raise public awareness and generate additional support among individuals and the medical community. Up-to-date information on RYR-1-RD, including medical literature, is available online on our website (www.ryr1.org). We also provide video coverage of our conferences, documentaries on RYR-1-RD, and interviews with experts in the field of RYR-1-RD. In Fall 2020, Clinical Care Guidelines: What Patients & Families Need to Know About RYR-1-Related Diseases was published for the RYR-1 community made possible by The Oscar and Elsa Mayer Family Foundation.

How will this toolkit help me?

Feel free to use a few of our ideas and suggestions or all of them - whatever works best for you and your event. You may want to start with something simple and easy-to-plan. We hope that this toolkit will help you, however ambitious you feel.

Whether you've hosted fundraising events in the past or are new to fundraising, the toolkit is designed to help you effectively raise money and awareness for The RYR-1 Foundation. It aims to make planning your fundraiser as easy as possible. From creating a timeline and a budget, to organizing and publicizing your event, it is a complete planning guide that will allow anyone to become a successful fundraiser for The RYR-1 Foundation.

The RYR-1 Foundation Overview

This section provides information about The RYR-1 Foundation. It will help you understand how you can be an advocate for us by understanding how we advocate for the RYR-1 community. The information provided here will be part of the story you can tell your participants and will help create a compelling appeal to potential donors.

The RYR-1 Foundation Mission

The RYR-1 Foundation's mission is to 1) Support research leading to an effective treatment or a cure for RYR-1-RD and 2) Provide education, outreach, and advocacy for individuals and families affected by RYR-1-RD.

About The RYR-1 Foundation

The RYR-1 Foundation is a nonprofit public charity, designated as a 501(c)(3) by the IRS.

The RYR-1 Foundation was started by members of the Goldberg Family, who have been affected by a RYR-1-RD. Currently, there is no other organization that exists solely to advocate for and serve the needs of individuals and their families with RYR-1-RD. The goal of The RYR-1 Foundation is to fill this much-needed void.

To achieve our mission, The RYR-1 Foundation pursues the following goals:

1) Support Research: The RYR-1 Foundation makes grants to researchers interested in RYR-1-RD. As the only organization solely dedicated to RYR-1-RD, we fund, promote, and highlight research in this area. Our ongoing development of a patient registry is also key to promoting clinical trials of potential therapies.

2) Medical Professional Education: The vast majority of medical professionals have never heard of RYR-1-RD. The RYR-1 Foundation raises awareness through resources on our website, including the latest medical literature, as well as direct meetings with medical professionals around the world.

3) Patient/Family Support and Advocacy: Due to the rarity of RYR-1-RD, receiving this diagnosis can be an anxiety-provoking and isolating experience for affected individuals and their families. The RYR-1 Foundation serves as a resource for individuals and their families through the website, other forms of social media, and Family Conferences (for more information, please visit www.ryr1.org/conferences).

Our organization is led by a dedicated team of individuals. This includes our Board of Directors, Scientific Advisory Board (SAB), and Board of Advisors. Our daily operations are led by our President, Program Manager, Business Manager/Patient Liaison, and Administrative Assistant.

Third-Party Fundraising Events

A “Third-Party Event” is defined as any fundraising activity conducted by a group or individual not employed by The RYR-1 Foundation, where The RYR-1 Foundation has no fiduciary responsibility and little or no staff involvement in its execution. These policies pertain to all events or activities benefiting The RYR-1 Foundation that are organized and conducted by third parties.

Organizer Responsibilities

- All expenses are the responsibility of the event organizer. The RYR-1 Foundation is not responsible for any expenses incurred for a third-party fundraising activity, and will not advance funds or reimburse expenses unless approved in advance by the Board of Directors. We recommend charging a registration fee to help cover expenses. You may not purchase goods or services under The RYR-1 Foundation's name, and The RYR-1 Foundation's sales tax-exemption (on purchases) cannot be extended to any third-party event or fundraising effort.
- The event organizer is responsible for the planning and execution of the event, including safety precautions and adherence to applicable laws. As the beneficiary of a fundraising event, The RYR-1 Foundation does not accept or assume any liability associated with the event, including, but not limited to, any injuries sustained by event volunteers or participants during the event. The event organizer will indemnify, defend, and hold harmless The RYR-1 Foundation, its directors, officers, and employees from any and all claims that may arise out of or relate to such an event. A signed release must be sent to The RYR-1 Foundation prior to your event (see page 13).
- The event organizer is responsible for obtaining all applicable permits or licenses, including, but not limited to alcohol and gaming.

Promotion and Publicity

- All third-party events must be publicized and conducted in a manner that makes it clear that The RYR-1 Foundation is the beneficiary, not the sponsor or the host of the event.
- Promotional materials must clearly state that the event is raising funds that will benefit The RYR-1 Foundation (e.g., “proceeds benefit The RYR-1 Foundation”).
- Event names may not incorporate the name of The RYR-1 Foundation, as in “The RYR-1 Foundation Walk-a-thon.” The RYR-1 Foundation's name may be used in a second clause identifying the relationship of the event with the organization, such as “John Doe Walk-a-thon, benefitting The RYR-1 Foundation.”
- All event materials that include The RYR-1 Foundation's logo, including, but not limited to, advertising, press releases, posters, flyers, t-shirts, and public service announcements, must be reviewed by The RYR-1 Foundation and approved prior to distribution.

Financial Policies

- The event organizer may not keep any portion of the proceeds (beyond documented expenses of the event) as profit or compensation. You will have to keep track of your finances to document on the Post Event and Evaluation form that you submit after your event.
- The event organizer may not set up a temporary bank account in The RYR-1 Foundation's name, as this is illegal.
- If goods are sold to raise money as a part of a fundraising event, it must be made clear to the event participants what percentage of the sale price benefits The RYR-1 Foundation.

Planning and Organizing an Event

Thinking of hosting a fundraiser to raise money for The RYR-1 Foundation? The possibilities are endless! Once you submit the application form on our website about your fundraising event, Nicole Becher (Program Manager) and Lena Leghart (Administrative Assistant) of The RYR-1 Foundation are here to help. Applications must be completed and submitted to The RYR-1 Foundation no less than 3 months prior to the proposed event. You must receive approval of your event prior to hosting it. If you would like to repeat the event, you must submit a new application. You may not make public announcements or promote the event until you receive written approval of your fundraiser application from our organization. The RYR-1 Foundation must be notified in writing if there are any significant changes to the event once it is approved. If circumstances warrant, The RYR-1 Foundation may at any time direct you to cancel the event.

Here are 10 suggested steps to help you get started:

- 1. Let The RYR-1 Foundation know.** Submit a Third-Party Fundraising application via our website ([fundraising application](#)). Once you receive approval, we can then help give guidance as well as publicize your event on social media and give you advice on how to share it with your donors/attendees.
- 2. Form a planning committee.** Depending on the size of your event, bringing together a group of enthusiastic and dedicated people, who share an interest in raising money for a great cause, will increase the probability of a successful event. The committee could just be you and a few friends.
- 3. Brainstorm.** Gather members of your planning committee, or just family and friends, to brainstorm ideas for your fundraiser. Give free rein to your imagination - several heads are better than one!
- 4. Choose the "right" event.** The type of event you choose should fit the size, interests, talents, goals, and available time of everyone involved.
- 5. Identify your audience.** Consider who is most likely to attend and support the type of event you have selected.
- 6. Develop a budget.** Try to identify expenses and possible sources of funds, including securing in-kind (a kind of charitable giving in which, instead of giving money to buy needed goods and services, the goods and services themselves are given. Gifts in kind are distinguished from gifts of cash or stock) products and services. This will help keep your costs down, which is something everyone will appreciate.
- 7. Develop an event timeline.** A timeline is important in planning for your event.

8. **Schedule the event.** Select a time that is appropriate and convenient for those who will be attending. Be sure to check local community calendars for conflicting events.
9. **Collect all funds.** We ask that all funds be forwarded to The RYR-1 Foundation within 30 days following the event. When you send these funds, please also fill out and send the Post Event Report and Evaluation form found on page 14. Address: PO Box 13312, Pittsburgh, PA 15243.
10. **Say thank you!** Sending thank you letters, notes, emails, or best of all, a personal phone call, to everyone who participated in or supported your event shows your appreciation and reinforces their goodwill in supporting The RYR-1 Foundation. The RYR-1 Foundation will also send an acknowledgement letter to all donations made directly to the organization.

Here's what we can provide to make your fundraiser a success:

- Consultation on fundraisers and events
- Approve use of our logo, when appropriate
- Tax ID number for donation purposes only
- Regular updates of the donors who give directly to The RYR-1 Foundation on behalf of your fundraising efforts
- Social media publicity on The RYR-1 Foundation's Facebook, Twitter, and Instagram platforms
- Informational brochures about The RYR-1 Foundation

Services we are unable to provide:

- Our sales tax exemption number
- Insurance or liability coverage
- Mailing list of donors and/or vendors
- The RYR-1 Foundation letterhead
- Funding or reimbursement of your expenses - if event expenses are greater than the money raised, you are responsible for paying those expenses
- Celebrities or professional athletes for your event
- Media Publicity (e.g., newspaper, radio, television)
- Guaranteed attendance of a representative from The RYR-1 Foundation

In order to select the right event, start by identifying your objectives. Do you have a particular fundraising goal in mind (e.g., \$5,000 in honor of your 50th birthday)? Are you hosting an event to honor or remember a family member or friend? Do you know people who would be willing to attend or participate? Use the list below as a starting point to brainstorm the type of activity you would like to take on. Make sure to pick an activity that you would enjoy and that you feel you have enough time and energy to properly plan, promote, and execute!

Ideas to get you started

There are so many simple ways to make a big difference to individuals affected by RYR-1-related diseases. Here are some ideas on ways you and your friends can make an impact:

- Office Jeans Day
- Pie Smash
- Potluck
- Game Night
- Cook Off
- Bake Sale
- Craft Sales
- Wishing Well
- Trivia
- Car Wash
- Coin Drive
- Movie Night
- Lemonade Stand
- Picture with Santa, Easter Bunny, etc.

If you're feeling a little bit more ambitious

Why not open up your fundraising efforts to a larger crowd? Organize a fun event with a truly meaningful mission. Here are some great ways to engage friends, neighborhood residents, co-workers, and more:

- Bike-A-Thon
- Variety Show
- Car Show
- Luncheon
- Garage Sale
- Holiday Gatherings
- Fun Run
- Flea Market
- Read-A-Thon
- Fashion Show
- Auction
- Music Concert
- Scavenger Hunt
- Walk-A-Thon
- Talent Competition
- School Fundraiser
- Sports Tournament
- Super Bowl Party
- Boat Racing
- Church Fundraiser
- Golf Outing
- Black Tie Event
- Dance-A-Thon
- Dine Out for a Cause
- Restaurant Promotion
- Toy Drive with Monetary Donation

Creating a Budget

Creating a budget that includes as much detail as possible will assist you in effectively managing your expenses. When planning an event, consider the amount of time and effort you can commit and consider the costs you'll initially incur. The RYR-1 Foundation is not able to cover fundraising expenses, so you will want to make sure that any expenses and time you dedicate will result in a successful effort. Expenses, if not donated, should come out of your fundraising proceeds. Check with a tax advisor to explore whether expenses that you donate for your fundraising event can be claimed as a charitable contribution on your personal tax return.

Communicate: Tell Your Story, Invite People, and Spread the Word

People need to know about your event in order to make it successful, so be sure to adequately promote your event or activity. Exactly what you do and on what scale will depend on your particular event. At a minimum, inform and invite your family and close friends. Consider reaching out to your co-workers, clients, and business associates as well as people in your house of worship, clubs or community organizations, including your children's schools, if applicable. Invite families your kids play with and anyone else in your community or network you think would enjoy the event.

You can mail or email Save The Date reminders and invitations or use free online invitation services. Go online to spread the word quickly and inexpensively. Consider using Facebook, Twitter, community calendars, and personal blogs, which are often free and easy to set up.

Work with your local media, which are required to dedicate a certain amount of airtime or print space to public service announcements. They are often interested in telling stories of people who live in the community. Could a local news anchor, reporter, or personality lend a hand in promoting your event? This could help give credibility to your event and significantly raise the event profile.

Be sure to stay in contact with your media contacts throughout the planning phase. Keep them informed of the date, time, and location of your event, the number of participants you are expecting, and the names of local businesses that are helping you. They may be even more interested in reporting on the progress you've made towards your fundraising goal. Invite a reporter or photographer to come visit with your family before the event to create a personal story.

Social Media

Whether you're promoting your event or celebrating its success, social media can play an important role in your fundraising. Remember these tips when spreading the word through your social media accounts:

- Tell your friends and followers why you have created this event. Be specific about event details, your goal, and the difference it makes for The RYR-1 Foundation.
- Be sure to include a link to your fundraising page, if applicable, and to The RYR-1 Foundation website (www.ryr1.org).
- Post constantly! Share updates before, during, and after your event.
- Tag us in your photos on Facebook ([@ryr1foundation](https://www.facebook.com/ryr1foundation)), Twitter ([@ryr1foundation](https://twitter.com/ryr1foundation)), and Instagram ([@theyr1foundation](https://www.instagram.com/theyr1foundation)). Don't forget to include the following hashtag: #StrengthInNumbersRYR1.

Create Lasting Memories

Photos are a great way to document your event, whether for publicity or simply to share with family and friends. Here are some tips on capturing special moments at your fundraiser (as a reminder, please make sure to ask for permission prior to posting any pictures of attendees):

- Write out a photo wish list in advance to make sure you get photos of everything and everyone you want.
- Take candid and close-up shots that capture the different aspects of your fundraiser.
- Include kids in the photos, if applicable. It's essential to always ask permission from a parent or guardian first.
- Take pictures of your corporate sponsors, if applicable.
- Photos with 1-3 people only are best for publicity.
- Post the photos to your social media accounts that are the most appropriate for the event.
- Use these photos as a way to thank your supporters.
- After the event, please email 3-5 photos to Nicole Becher (Program Manager), nicole@ryr1.org, and/or Lena Leghart (Administrative Assistant), lena@ryr1.org, with the names of the people featured. If someone wishes to remain anonymous, please let Nicole and/or Lena know.

Suggested Language

The following is a simple description of RYR-1-RD. You can use it in your communications:

RYR-1-related diseases (RYR-1-RD) are inherited forms of myopathy (muscle disease) resulting in a wide range of symptoms, including muscle weakness, a potentially fatal reaction to general anesthesia (malignant hyperthermia), and severe muscle "breakdown" (rhabdomyolysis). Affected individuals are born with RYR-1-RD, inheriting a defective mutation(s) from one or both parents, or a

spontaneous mutation(s) (*de novo*). Mutations or changes in the RYR-1 gene are the most common cause of congenital myopathy (muscle dysfunction). The RYR-1 receptor is a channel in muscle cells that regulates the flow of calcium, a critical component of muscle contraction. A reduced number and/or abnormal RYR-1 channels lead to dysfunctional muscle contractions. There is a wide range of symptoms of RYR-1-RD, but it is often either non-progressive or very slowly progressive.

Creating a Timeline to Maximize Publicity

Remember you must receive approval from The RYR-1 Foundation prior to finalizing and hosting your event.

6-12 months before the event

- Decide on your overall objectives and pick an event or activity that will help you accomplish these goals.
- Choose your event location, date and time.
- If you're holding the event at a public location, check to see if there are reservations, permits or deposits required. If your event will be outdoors, make sure to have alternative plans in case of inclement weather.

3-6 months before the event

- Identify your target audience based on age-group, interests, and location, and develop a targeted media list.
- Organize a group of volunteers and ask them to help you plan and collect:
 - Food and refreshments, if any, that will be served
 - Decorations
 - Entertainment
 - Audio/visual needs, such as microphones, speakers, music, and lighting
 - Prizes, awards, and auction items
 - Tables and chairs, stages, and dance floors
- Create a detailed timeline to make sure that you have enough time, resources, and people power for all the event components.
- Send out Save the Date communications 3-4 months in advance, and invitations approximately 6 weeks in advance.
- Start soliciting from your supporters and local businesses. Use the **Communicate: Tell Your Story, Invite People, and Spread the Word (pages 9-10)** and **About The RYR-1 Foundation (page 4)** sections of this Guide to help people understand the cause and how they can help.
- Begin contacting your local media (newspapers, radio and TV stations, etc.) and get your event included in free community event calendars, inserted in free public service announcements, and any available event listings.

4-6 weeks before the event

- Distribute media materials (i.e., posters in your neighborhood, a media alert, Facebook posts, emails, etc.).
- Gather all of your supplies: prizes, t-shirts, raffle tickets, banners, etc.
- Consider sending thank you notes to donors who have already given in support of your event. By keeping up with thank you notes as you go, you will avoid a big stack at the end of your event!

1 week before the event

- Confirm all reservations, entertainment, food and beverages orders, etc.
- Check your RSVP list and follow up with people who have not yet responded.

The official registration and financial information of The RYR-1 Foundation may be obtained from the Pennsylvania Department of State by calling toll free, within Pennsylvania, 1 (800) 732-0999. Registration does not imply endorsement.

- Pick up any remaining prizes or silent auction items that have been donated.
- Host a volunteer meeting to go through the registration/check-in process, the timeline of events, and other duties for which you need volunteer help during the event.
- If you plan to make a speech or address your participants, think about what you will say and write down a few notes for yourself. Be sure to mention people, groups, and businesses that have been particularly helpful in the planning stages, or have donated goods, services, or funds in support of your event.
- Contact your local media sources again, and remind them that your event is coming up, tell them who your sponsors are, and how much money you have already raised so they can provide additional PR for your event.

1 day before the event

- Send an email or phone call reminder to all your participants and volunteers and be sure everyone knows where to go and at what time. This is your chance to remind them of the great work you are doing on behalf of the RYR-1 community and how much you and your family appreciate their support.

Day of the event

- Arrive early to your event. Ask for help when you need it, and don't try to do everything yourself.
- Above all, have fun and enjoy the event with your family and friends!

1 week after the event

- Share your pictures, videos, and inspiring stories from the event with The RYR-1 Foundation via social media and with your attendees. Let your media contacts know how successful your event was.
- Report the amount of money you raised, the number of people who participated, and the names of local businesses that helped. When providing this information to The RYR-1 Foundation, include the names of any individuals and businesses that were particularly helpful and generous so that The RYR-1 Foundation can thank them for their participation.
- Mail donations collected at the event to The RYR-1 Foundation, including the completed Post Event and Evaluation Form: ***Please contact The RYR-1 Foundation before forwarding contributions to ensure that they are handled properly.***
- Finish sending all your thank you notes to participants, volunteers, and donors.
- Consider having a wrap-up meeting with your volunteers to discuss what worked well, what you might want to change, and any information you want to capture to make future events even more successful.

FAQs

Can I use The RYR-1 Foundation's tax exemption number?

Because The RYR-1 Foundation is not hosting your event, it is considered a third-party event. For this reason, you will not be able to use the Foundation's IRS 501(c)(3) charitable classification, federal tax ID number or tax-exempt certificate. However, you may use the federal tax ID number for donation purposes only. Please contact Nicole Becher (Program Manager), nicole@ryr1.org, and/or Lena Leghart (Administrative Assistant), lena@ryr1.org, at 412-529-1482 for more information.

Can you help me get a permit for my event?

The organization and execution of the event are the responsibility of its event organizer. You must obtain all necessary permits or licenses.

Who will provide insurance for my event?

The RYR-1 Foundation cannot provide insurance for third-party events. The event organizer is responsible for obtaining insurance for the event if needed. The RYR-1 Foundation will not assume any legal or financial liability associated with your event, nor will we indemnify you or any party involved in your event for any damage, expense, or other cost arising or in any manner related to your event. The RYR-1 Foundation and all related entities are not liable for any injuries sustained by event volunteers or participants related to your event and cannot assume any type of liability for your event.

What can I give people who made donations for tax purposes?

The RYR-1 Foundation third-party event organizers cannot use The RYR-1 Foundation's tax exemption status in conjunction with the event. However, The RYR-1 Foundation can provide an authorization letter confirming the organizer's intent to raise funds for The RYR-1 Foundation. In addition, we will send an acknowledgement letter to anyone who makes a direct donation to The RYR-1 Foundation (via credit card on our website, www.ryr1.org/donate, or by check mailed to The RYR-1 Foundation).

Will each of my donors get a receipt?

Those who make direct donations to The RYR-1 Foundation (via credit card on our website, www.ryr1.org/donate, or check mailed to the organization) will receive an acknowledgement letter. If your donor makes a contribution directly to us, you must inform us of the value of any goods or services the donor received in return for the contribution.

Can someone from The RYR-1 Foundation attend or help me plan our event?

Because of the large number of events and the small number of our staff, our staff members, directors, and/or officers are generally unable to attend and plan third-party events. We are happy to provide guidance for your event, but we do not have the staff to handle the organizational and administrative tasks associated with third-party events.

How do I collect donations on behalf of The RYR-1 Foundation?

The RYR-1 Foundation has a legal responsibility to accurately, transparently, and thoroughly report to the IRS and Pennsylvania our income and expenses using generally accepted accounting practices

followed by all nonprofits. Donations made directly to The RYR-1 Foundation are tax-deductible. In order for your event to qualify in accordance with IRS regulations, all proceeds from the fundraising event must be forwarded to The RYR-1 Foundation. **Proceeds cannot benefit individuals associated with the event**, to do so could jeopardize The RYR-1 Foundation's non-profit status.

The RYR-1 Foundation accepts donations via credit card on our website, www.ryr1.org/donate, or via check mailed to the organization. Contributions made by check must be made out to The RYR-1 Foundation, not to you or your event name. Remind your friends and family to include your event or additional information in the donation memo on each check or credit card donation.

Mail donations to:

The RYR-1 Foundation
PO Box 13312
Pittsburgh, PA 15243

We cannot accept nor give a tax acknowledgement letter for cash donations! If you receive cash, please deposit it and send us a personal check made payable to The RYR-1 Foundation.

The RYR-1 Foundation does not share donor information with any individual, organization, or corporation. Individuals in our database may receive future communications directly from The RYR-1 Foundation based on their participation in your event. Anyone may opt out of future communications with The RYR-1 Foundation at any time.

Thank you again for your interest in hosting an event to benefit The RYR-1 Foundation. We are deeply grateful for the generous support of our friends and community who share our commitment to finding a treatment or a cure for RYR-1-RD. We are very pleased to be the beneficiary of financial support as a result of Third-Party Fundraising Events by generous individuals, groups, and organizations like you!

Thank you!

SIGNED RELEASE FORM

I, _____ (please print name), the event organizer will indemnify, defend, and hold harmless The RYR-1 Foundation, its directors, officers, and employees from any and all claims that may arise out of or relate to the event I'm hosting to raise funds for The RYR-1 Foundation. Please return via email to Nicole Becher, Program Manager, (nicole@ryr1.org) and/or Lena Leghart, Administrative Assistant, (lana@ryr1.org) or via mail (PO Box 13312, Pittsburgh, PA 15243).

Signature

Date

Post Event Report and Evaluation

Name of Event Organizer: _____ Date: _____

Name of Event: _____ Number of participants: _____

Location: _____

Please indicate all revenues and expenses that apply to your fundraiser:

REVENUE:

Ticket sale \$ _____
Sponsorship \$ _____
Raffle \$ _____
Auction \$ _____
Direct donations \$ _____
(to The RYR-1 Foundation)
Other \$ _____
Other \$ _____

EXPENSES:

Advertising/Printing \$ _____
Food/Beverage \$ _____
Entertainment \$ _____
Awards/Prizes \$ _____
Venue \$ _____
Security \$ _____
Other \$ _____
Other \$ _____

TOTAL REVENUE \$ _____ TOTAL EXPENSES \$ _____

NET PROCEEDS (total revenue minus total expenses) \$ _____

Final proceeds to The RYR-1 Foundation: \$ _____

Please list the names and addresses of all companies who sponsored your fundraiser:

The RYR-1 Foundation Feedback:

1. Was the application/approval process for your event easy to understand? Yes _____ No _____

If no, please explain why: _____

2. Do you feel The RYR-1 Foundation assisted you with all of the questions you may have had? Yes _____
No _____

If no, please explain why: _____

3. Did your event meet your expectations? Yes _____ No _____

If no, please explain why: _____

4. Were there any media broadcasts or articles about your event? Yes _____ No _____

If so, where was your event mentioned? _____

If possible, include a copy. We would love to see it!

5. Do you plan to organize this event again? Yes _____ No _____

If no, please explain why: _____

Please include and/or send any pictures that showcase your event.