

August 30, 2018

Thank you so much to all the Libraries that contributed to this year's edition of the Alberta Library Event & Fundraiser Recipe Book. There are a wide variety of activities here.

Airdrie Public Library – Paint Night

Village of Carbon Library – Library Markets

Lacombe Public Library – Books n Bevvies

Lomond Community Library – Spring Flower Pot Fundraiser

Milo Library – Annual Ham Supper

Morinville Community Library – Summer Reading Program Sponsorship Drive

Provost Library – Murder Mystery

Redcliff Public Library – Book Sale

Redcliff Public Library – Silent Auction

Sylvan Lake Library – Christmas Stocking Raffle

Vulcan Municipal Library – Meat Raffle

Vulcan Municipal Library – Silent Auction

Village of Warburg Public Library – Christmas Draw

I hope to make this an annual document – so that Alberta Libraries can keep sharing their smart ideas for fundraising and advocacy.

Regards

Catharine Richardson

Redcliff Library Board Member

Paint Night Fundraiser

Library Event/Fundraiser Recipe

Feel free to include photographs, checklists or other supporting materials. Don't restrict yourself to just filling out the form.

Library Name & Community

Enter your library's name and the name of your community or county. Introduce yourself!

Airdrie Public Library

Airdrie, Alberta

Size of Community

What is the population of your service area? This will help other libraries find events run by similar sized communities.

65,000

Event Title

Enter the name of your Fundraiser/Event:

Paint Night Fundraiser

Description

Give a short "sales" description of the event.

APL Paint Night – Create Your Own Masterpiece!
Date: Saturday, February 3rd, 2018
Time: 7pm – 9pm
Location: Airdrie Public Library (Private Function)
Cost: \$40
Registration: Paid registration is available at the APL front desk starting Monday, January 8th. Register early as space is limited to 36 participants.
Local artist, Alicia Taylor, will be teaching and interacting with participants while demonstrating a step by step painting workshop. Participants will walk away with their very own masterpiece. The event will include all art materials, wine, refreshments, door prizes and a ton of fun! This exciting fundraiser is an after hours, private function for Library members and invited guests ONLY. Register early as space is limited to only 36 guests.
Recommended for ages 18+

Estimated Attendance and Revenue

How many people attend your event?

36

Paint Night Fundraiser

How much do you charge per person? Or is there another benefit to this event that isn't immediately obvious?

\$40 x 36 guests. We would host more guests if we had the space.

Free or low revenue events are also useful for Library Advocacy, its' not always about the amount of money generated by an event. If you have had discussions about pricing, please share your thoughts about why you have set the price of your event. For example, "We kept the cost under \$5.00 so children could attend" or "We expect business leaders to attend and charged accordingly."

Community Partner

Was there a community partner or outside organization that helped with this event? Should there have been?

Food/supply sponsor

Volunteers/Paid Staff

How many Volunteers/Paid Staff are required to run the event?

Tell us how many people run your event – and let us know what the minimum number is.

5.00	4.00
<i>Number of Volunteers/Paid Staff</i>	<i>Minimum number</i>

Promotion

How do you promote your event?

Posters, word of mouth, Facebook, radio? Note if you use paid advertising.

All internal marketing was launched a month in advance. It was very effective seeing that the event was sold out within two weeks.

Being that we provided alcohol, AGLC guidelines prohibited us from marketing the event to the general public. We promoted it to our patrons through internal marketing including, TV monitors and posters in the library and a mass email to over 9,000 patrons. APL members were able to invite guests to the event.

Paint Night Fundraiser

Supplies

What supplies are necessary for holding the event? If they come from a specialty supplier, list contact information.

Give a shopping list! If supplies come from your local big box store, then no contact information is required. However, if you've sourced Harry Potter's Goblet of Fire, then we'd like to know how to contact the supplier.

Art supplies – We purchased 40 canvasses, 8 plastic table clothes and paint for approximately \$175.00. The professional artist fee was a flat rate of \$200. The artist brought the paint brushes, easels, smocks, paper plates. APL also had some supplies from our art programs.

Food – Food was donating by Sobeys and Cobs Bread.

Wine – I purchased the wine and liquor license for \$54.00. APL already owned the wine glasses.

Music – be played APL CDs of classical music using our stereo.

Draw Prizes – We had three draw prizes donated including a painting from the artist, Studio Bell Music Centre passes and art prints donated by a patron.

Paint Night Fundraiser

Supplies – Personnel

Are specialty skills or qualifications are required i.e. Pro-Serve Certification?

If your staff/volunteers have those specialty skills or if you hire a company to provide those skills, include that information here.

Adult volunteer or staff to serve wine. AGLC liquor license must be out during event.
Keep all alcohol receipts at event.

Paint Night Fundraiser

Timeline

From planning to the event; what is the timeline for preparation?

Its' never as simple as the event itself. How far in advance do you start to prepare? Do you have a timeline for activities?

Total planning including the event marketing took approx. 6 weeks

There was little staff time involved before the event. From the marketing, to setting up the registration process at the circulation desk, to purchasing/picking up art supplies & wine, the overall planning took approximately 14 hours.

Staff Hours for Paint Night evening – 4:00pm to 10:00pm - 6 hrs

Total hours = 20 hours

Preparation

Do you have any checklists for preparation that you can include?

Similar to the timeline above – do you have a list of activities to prepare for the event?

Pre-event:

Advanced sales – we set up a registration spreadsheet on the computers at the circulation desk for staff to complete as participants registered and paid.

We assigned a “Paint Night” button on the till to ring through the purchase and track for accounting.

We also handed out tickets to participants to bring to the event.

We displayed the sample art piece on all the marketing materials so that participants knew what they were painting.

All supplies were purchased the week before the event.

Paint Night Fundraiser

Logistics

Do you have any formulas for event logistics to include?

Event logistics; if you expect 50 people how many bottles of pop/water do you make sure to have on hand? Answer this question as if you had to explain how you come up with the numbers on your supply list to someone who has never run this event before. Libraries of different sizes will run events at different scales. Even if your catering plan consists of – “we put the leftover drinks from the summer reading program out on the table, and when they are gone, that’s it.” That is useful information to someone who has never organized an event before.

Day of event:

I picked up the food before arriving at the library at 4:30pm.

With three volunteers arriving at 5:00pm we were able to set up the library with little time to spare. The artist arrived at 6:00pm.

- Doors opened at 6:45pm

Participants selected a seat, placed their coats on their chairs and helped themselves to refreshments and the draw at the front of the library. I poured the wine for the first 30 minutes and greeted guests (this must be an adult staff or volunteer).

- Painting began at 7:10pm

The event took place in front of the fireplace. We removed all rolling chairs and replaced them with the small black ones in order to maximize space. We also set up three more tables at the fireplace to have 36 spots for the participants. It was tight but overall still comfortable. The artist roamed so that all participants could ask her questions as they painted.

The event was complete by 9:00 but several participants stayed to take photos, eat and chat. We had to ask people to leave at 9:15pm as the cleaning staff was scheduled to arrive shortly after. Staff and volunteers were gone by 10pm.

We had two wonderful teen volunteers and an adult volunteer help with setup and tear down. They also helped by greeting guests at the door and making sure no one else entered the library. (Doors were locked at 7:15pm.) They replenished paint water, handed out paper towel and assisted wherever needed.

Paint Night Fundraiser

Organization

How do you organize materials and people?

Do you have any tips/tricks/methods to organizing your people and materials that help make this event easier to put together? If photographs work better for showing your organization methods, include them.

Please see attached photos of event.

Paint Night Fundraiser

Gotchas

Are there any problem areas to be aware of?

What things did you find out the hard way?

Make sure you hire a professional artist you can rely on. The artist must guide you with purchasing the proper supplies for the event well in advance.







Library Event/Fundraiser Recipe

Feel free to include photographs, checklists or other supporting materials. Don't restrict yourself to just filling out the form.

Library Name & Community

Enter your library's name and the name of your community or county. Introduce yourself!

Village of Carbon Library

Carbon, Alberta

Size of Community

What is the population of your service area? This will help other libraries find events run by similar sized communities.

500

Event Title

Enter the name of your Fundraiser/Event:

Carbon Library Markets

Description

Give a short "sales" description of the event.

Markets that display fabulous, creative local vendors that display their art, craft, soap making, painting, jewelery and much more!

Estimated Attendance and Revenue

How many people attend your event?

Carbon Library Markets

How much do you charge per person? Or is there another benefit to this event that isn't immediately obvious?

Admission is free, only the vendors are charged

Free or low revenue events are also useful for Library Advocacy, its' not always about the amount of money generated by an event. If you have had discussions about pricing, please share your thoughts about why you have set the price of your event. For example, "We kept the cost under \$5.00 so children could attend" or "We expect business leaders to attend and charged accordingly."

Community Partner

Was there a community partner or outside organization that helped with this event? Should there have been?

No

Volunteers/Paid Staff

How many Volunteers/Paid Staff are required to run the event?

Tell us how many people run your event – and let us know what the minimum number is.

810.00	6.00
<i>Number of Volunteers/Paid Staff</i>	<i>Minimum number</i>

Promotion

How do you promote your event?

Posters, word of mouth, Facebook, radio? Note if you use paid advertising.

Promote by advertising on Facebook, webpage and posters are hung in the community and surrounding area.

Carbon Library Markets

Supplies

What supplies are necessary for holding the event? If they come from a specialty supplier, list contact information.

Give a shopping list! If supplies come from your local big box store, then no contact information is required. However, if you've sourced Harry Potter's Goblet of Fire, then we'd like to know how to contact the supplier.

Our events take place in the Carbon Community Centre. We use the tables and ask a local non profit club run a concession.

Carbon Library Markets

Supplies – Personnel

Are specialty skills or qualifications are required i.e. Pro-Serve Certification?

If your staff/volunteers have those specialty skills or if you hire a company to provide those skills, include that information here.

No

Carbon Library Markets

Timeline

From planning to the event; what is the timeline for preparation?

Its' never as simple as the event itself. How far in advance do you start to prepare? Do you have a timeline for activities?

Usually 2-3 months prior we contact vendors and confirm the table rental

Preparation

Do you have any checklists for preparation that you can include?

Similar to the timeline above – do you have a list of activities to prepare for the event?

Just a vendor list

Carbon Library Markets

Logistics

Do you have any formulas for event logistics to include?

Event logistics; if you expect 50 people how many bottles of pop/water do you make sure to have on hand? Answer this question as if you had to explain how you come up with the numbers on your supply list to someone who has never run this event before. Libraries of different sizes will run events at different scales. Even if your catering plan consists of – “we put the leftover drinks from the summer reading program out on the table, and when they are gone, that’s it.” That is useful information to someone who has never organized an event before.

Accomplished by the club that looks after the concession.

Carbon Library Markets

Organization

How do you organize materials and people?

Do you have any tips/tricks/methods to organizing your people and materials that help make this event easier to put together? If photographs work better for showing your organization methods, include them.

Phone, text, email our vendors to confirm markets.

Carbon Library Markets

Gotchas

Are there any problem areas to be aware of?

What things did you find out the hard way?

No

Library Event/Fundraiser Recipe

Feel free to include photographs, checklists or other supporting materials. Don't restrict yourself to just filling out the form.

Library Name & Community

Enter your library's name and the name of your community or county. Introduce yourself!

Lacombe Public Library - Mary C. Moore Public Library

We serve the citizens of the City of Lacombe and Lacombe County

Size of Community

What is the population of your service area? This will help other libraries find events run by similar sized communities.

13,000

Event Title

Enter the name of your Fundraiser/Event:

Books & Bevvies

Description

Give a short "sales" description of the event.

Books & Bevvies is a social evening for 18+ held in the library to raise funds and awareness of the library. Tickets are sold in advance and at the door and include 2 free sample drink tickets. The evening consists of a local brewery and liquor store providing alcohol samples, a local caterer provides a variety of hot and cold appetizers, while a musician adds to the ambiance and provides background music. To have the attendees wander the library, we provide a 'Bingo' game with a variety of books/titles/subjects to find and a completed form gets entered into a draw for a free book. The attendees can purchase tickets to various raffle baskets and bid on silent auction items. Additional drink tickets are sold as well.

Estimated Attendance and Revenue

How many people attend your event?

100

Books & Bevvies

How much do you charge per person? Or is there another benefit to this event that isn't immediately obvious?

\$20 in advance, \$25 at the door

Ticket includes 2 free drink sample tickets, hot and cold appetizers, entry into draws for free prizes (books, library swag)

need to ensure that ticket price covers the cost of food and is the main source of revenue for entire event.

Free or low revenue events are also useful for Library Advocacy, its' not always about the amount of money generated by an event. If you have had discussions about pricing, please share your thoughts about why you have set the price of your event. For example, "We kept the cost under \$5.00 so children could attend" or "We expect business leaders to attend and charged accordingly."

Community Partner

Was there a community partner or outside organization that helped with this event?
Should there have been?

Local brewery: Blindman Brewing generously donated samples provided
Other local businesses who provide service at lower cost: Chateau Wine & Spirits, HT Catering
Many Lacombe businesses donated goods for various raffle baskets

Volunteers/Paid Staff

How many Volunteers/Paid Staff are required to run the event?

Tell us how many people run your event – and let us know what the minimum number is.

7.00	4.00
<i>Number of Volunteers/Paid Staff</i>	<i>Minimum number</i>

Promotion

How do you promote your event?

Posters, word of mouth, Facebook, radio? Note if you use paid advertising.

Posters - posted around the City, in various businesses and public areas
Facebook - through Library page, in public groups
Twitter
Radio - through Sunny 94 (they gave away 2 free tickets as promotion)
At local brewery and liquor store
Word of mouth

Books & Bevvies

Supplies

What supplies are necessary for holding the event? If they come from a specialty supplier, list contact information.

Give a shopping list! If supplies come from your local big box store, then no contact information is required. However, if you've sourced Harry Potter's Goblet of Fire, then we'd like to know how to contact the supplier.

Raffle baskets:

MNP Coffee basket (MNP donated coffee supplies, gift certificates to local coffee shops)

Night out on the town (Best Western Lacombe - swim passes to their pool, Lacombe City Cinemas - movie passes, Boston Pizza Lacombe - free pizzas)

Rebels basket (Library Board member - 2 tickets to 2018-19 season game, Boston Pizza Lacombe - free pizzas)

Draws:

Books donated by book supplier contact of Head Librarian

Supplies:

Tickets for event - printed in house

Raffle tickets

- drinks (2 kinds - 1 colour for free samples, 1 colour for purchased drinks)
- raffle baskets - double
- 50/50 or other fundraiser

AGLC license

Musician

Table cloths, wine glasses, beer glasses

Bingo game, pens, draw box

MC - microphone, speakers/sound system

Books & Bevvies

Supplies – Personnel

Are specialty skills or qualifications are required i.e. Pro-Serve Certification?

If your staff/volunteers have those specialty skills or if you hire a company to provide those skills, include that information here.

Volunteers:

set up (5)

welcome table (2)

raffle basket and 50/50 ticket sellers (2)

drink ticket sellers (2 - sell these at the raffle basket table)

MC for event (1)

Security (depends on size of event - AGLC requirements)

clean up (3)

Blindman Brewing and Chateau Wine & Spirits provided their own bartenders/servers

HT Catering provided their own servers

Library staff (1):

work the till / credit and debit machine so people can still purchase drink and raffle tickets if they don't have cash

Books & Bevvies

Timeline

From planning to the event; what is the timeline for preparation?

Its' never as simple as the event itself. How far in advance do you start to prepare? Do you have a timeline for activities?

Books & Bevvies To Do List:

8-12 weeks Prior to Event Date:

- ☐ Confirm Date, Location, Timing of event
- ☐ Confirm participating Sponsors / Businesses (Blindman Brewing, Caterer, etc)
- ☐ ***Liquor License*** This requires 8-12 weeks to process so needs to be first priority!
- ☐ Liquor suppliers and catering needs to be determined for the license.

8 Weeks prior to Event Date:

- ☐ Posters printed (Library staff)
- ☐ Confirm MC (Committee)
- ☐ Posters hung at Liquor suppliers, Library, Mall, etc. (Committee and staff)
- ☐ Tickets printed (Library staff)
- ☐ Secure entertainment (Committee)
- ☐ Request for Silent / Live auction / Raffle basket donations (Committee and staff)
- ☐ Advertise in local papers and with the Chamber of Commerce (Committee)
- ☐ Promote event on Facebook, Twitter, website, newspaper (Committee and staff)
- ☐ Invite Staff as guests (Committee)
- ☐ Raffle license (Committee)

2-3 Weeks prior to Event Date:

- ☐ Confirm food choices, #s and supplies (tablecloths, glasses, etc) with Caterer (Committee)
- ☐ Tickets for liquor samples, full size drink tickets, raffles, etc. & Container to keep tickets (Committee)
- ☐ Advertise in local papers and with the Chamber of Commerce (Committee)
- ☐ Promote event on Facebook, Twitter, website, Ms. Mary's column (Committee and staff)
- ☐ Interactive game for guests (passport / treasure hunt...) (Committee)
- ☐ Raffle prize items (Committee)

Week of Event:

- ☐ PowerPoint presentation (Library staff)
- ☐ List of donors for PowerPoint loop to staff (Committee)
- ☐ Projector and screen for PowerPoint loop (Library staff)
- ☐ Name tags for staff and board (Library staff)
- ☐ Cash box AND float (Library staff)
- ☐ Lanyards for Security (Committee)
- ☐ Door prizes and draw box (Committee)

Items Needed from venue:

- ☐ Cocktail Tables - standing tables
- ☐ Coat rack
- ☐ Long, folding tables for silent auction items, liquor suppliers, food

Night of Event:

- ☐ Arrive 3 hours early to rearrange furniture, set up chairs, tables etc.
- ☐ Set up Welcome Table at the door where guests redeem event tickets for sample tickets
- ☐ Alcohol table – set up a box to collect redeemed tickets

Preparation

Do you have any checklists for preparation that you can include?

Similar to the timeline above – do you have a list of activities to prepare for the event?

Books n Bevvies – Schedule of the day - Saturday March 10 2018

4:00 pm

volunteer names:

Library closes 1 hour early for set up

Library staff stay to assist with making space, moving tables/books etc to create mingle space for guests

Set up:

Welcome table – in front of circulation desk – have 1 table in middle so guests can move on either side (like buffet table style) – want guests to move through quickly and avoid a bottle neck. Take entrance ticket and give 2 sample tickets (white). Direct them to the raffle and drink ticket selling tables, where samples are in the back, give them Passport and pen.

Food/non-alcohol drink table – for caterer (3 8 ft tables – 1 for drinks, 2 for food)

Alcohol Drink tables, 2 tables, 2 chairs – for vendors

Standing tables around library to mingle – various areas / open spaces

Raffle basket table – 1 table, 2 chairs (drink tickets (pink), cash box, raffle baskets, cash prize, pens)

Drink ticket selling table – 1 table, 2 chairs, cash box

Chair for musician (without arms), Microphone and speaker, coat rack, put table cloths on tables, passport to library

6:00 pm

staff open library for vendors to set up the drink tables

6:45 pm

Volunteers arrive

Welcome table: 2

Security: 3 - Important to watch the front door once Welcome Table volunteers leave

Raffle tickets & drink tickets: 2

MC: 1

7:00 pm - doors open

9:15 pm

Raffle closes. Count \$\$ earned, figure out amount for cash draw – third of money raised.

9:30 pm

Last call for alcohol

Raffle draw and cash draw made

10:00 pm

Doors close

Clean up

Move all items back to original location

Books & Bevvies

Logistics

Do you have any formulas for event logistics to include?

Event logistics; if you expect 50 people how many bottles of pop/water do you make sure to have on hand? Answer this question as if you had to explain how you come up with the numbers on your supply list to someone who has never run this event before. Libraries of different sizes will run events at different scales. Even if your catering plan consists of – “we put the leftover drinks from the summer reading program out on the table, and when they are gone, that’s it.” That is useful information to someone who has never organized an event before.

Provide caterer with number of attendees by their cut off date; they will make arrangements for food.

Inform Blindman Brewing and Chateau Wine & Spirits of anticipated number of tickets sold.

Books & Bevvies

Organization

How do you organize materials and people?

Do you have any tips/tricks/methods to organizing your people and materials that help make this event easier to put together? If photographs work better for showing your organization methods, include them.

Books & Bevvies

Gotchas

Are there any problem areas to be aware of?

What things did you find out the hard way?

It is hard to anticipate how many tickets will be sold.

The AGLC application is a bit time consuming (getting the necessary signatures etc)

People prefer to sit - the library does not necessarily have enough space to have seating for all attendees.

If sound system isn't great, it is hard for people to hear MC

Spring Flower Pot Fundraiser

Library Event/Fundraiser Recipe

Feel free to include photographs, checklists or other supporting materials. Don't restrict yourself to just filling out the form.

Library Name & Community

Enter your library's name and the name of your community or county. Introduce yourself!

Lomond Community Library

Chinook Arch Regional Library System

Size of Community

What is the population of your service area? This will help other libraries find events run by similar sized communities.

250

Event Title

Enter the name of your Fundraiser/Event:

Spring Flower Pot Fundraiser

Description

Give a short "sales" description of the event.

The Hanging Baskets or Planters all come from Grozone Greenhouse, they come in variety of size: 10" Hanging Strawberry/Tomato, 12" Veggie Cage (tomato, pepper, or cucumber), 13" Hanging Basket and Planter Deluxe, 16" Hanging Basket, and 18" Planter Deluxe. Deadline for ordering Tuesday, May 8. Flowers will be delivered Tuesday, May 22. The order forms will be located at the Lomond Community Library, Chinook Financial, and S&S Groceries. Please return filled out forms to Lomond Community Library.

The fundraised money will be used for Summer Reading Programs, other children/teenage programs, books, dvd's, and books on cd.

Christmas time they also do a Poinsettia fundraiser works the same as the Spring Flower Pot Fundraiser. Although I have not done this one for a few years. I gave it to the Lomond School and this year the Lomond Restaurant did this fundraiser.

Estimated Attendance and Revenue

How many people attend your event?

--

Spring Flower Pot Fundraiser

How much do you charge per person? Or is there another benefit to this event that isn't immediately obvious?

10" Hanging Strawberry/Tomato \$30
12" Veggie Cage \$22
13" Hanging Basket \$30
13" Planter Deluxe \$30
16" Hanging Basket \$50
18" Planter Deluxe \$50

Last year I sold 75 Planters and raised \$626.75 for the Library.

Free or low revenue events are also useful for Library Advocacy, its' not always about the amount of money generated by an event. If you have had discussions about pricing, please share your thoughts about why you have set the price of your event. For example, "We kept the cost under \$5.00 so children could attend" or "We expect business leaders to attend and charged accordingly."

Community Partner

Was there a community partner or outside organization that helped with this event?
Should there have been?

No, it is easy to organize and handle. 1 person job

Volunteers/Paid Staff

How many Volunteers/Paid Staff are required to run the event?

Tell us how many people run your event – and let us know what the minimum number is.

1.00	
<i>Number of Volunteers/Paid Staff</i>	<i>Minimum number</i>

Promotion

How do you promote your event?

Posters, word of mouth, Facebook, radio? Note if you use paid advertising.

Posters displayed around town, Facebook, and put poster in our Monthly Village Happenings News.

Spring Flower Pot Fundraiser

Supplies

What supplies are necessary for holding the event? If they come from a specialty supplier, list contact information.

Give a shopping list! If supplies come from your local big box store, then no contact information is required. However, if you've sourced Harry Potter's Goblet of Fire, then we'd like to know how to contact the supplier.

No supplies need, you will need to find a protected empty place to store flower pots if they are not all picked up on the pick up day. I use the Village of Lomonds garage to store the flowers.

Spring Flower Pot Fundraiser

Supplies – Personnel

Are specialty skills or qualifications are required i.e. Pro-Serve Certification?

If your staff/volunteers have those specialty skills or if you hire a company to provide those skills, include that information here.

Spring Flower Pot Fundraiser

Timeline

From planning to the event; what is the timeline for preparation?

Its' never as simple as the event itself. How far in advance do you start to prepare? Do you have a timeline for activities?

April I hang up posters, write up a news letter to send into Village Happenings, and post of Facebook. This year Tuesday, May 8 is the deadline for ordering (yes sometimes i do have to phone greenhouse and add a few more pots to my order). Tuesday, May 22 the flower pots are delivered, I unload them and wait for people to come and pick them up.

I do ask the Village of Lomond if I am able to use their garage to store the flower pots every year.

Preparation

Do you have any checklists for preparation that you can include?

Similar to the timeline above – do you have a list of activities to prepare for the event?

After I send in order and receive my invoice I contact my Treasurer if she will write a cheque out to greenhouse to pay for them and plan a time when I can pick up said cheque.

Spring Flower Pot Fundraiser

Logistics

Do you have any formulas for event logistics to include?

Event logistics; if you expect 50 people how many bottles of pop/water do you make sure to have on hand? Answer this question as if you had to explain how you come up with the numbers on your supply list to someone who has never run this event before. Libraries of different sizes will run events at different scales. Even if your catering plan consists of – “we put the leftover drinks from the summer reading program out on the table, and when they are gone, that’s it.” That is useful information to someone who has never organized an event before.

Spring Flower Pot Fundraiser

Organization

How do you organize materials and people?

Do you have any tips/tricks/methods to organizing your people and materials that help make this event easier to put together? If photographs work better for showing your organization methods, include them.

Spring Flower Pot Fundraiser

Gotchas

Are there any problem areas to be aware of?

What things did you find out the hard way?

Library Event/Fundraiser Recipe

Feel free to include photographs, checklists or other supporting materials. Don't restrict yourself to just filling out the form.

Library Name & Community

Enter your library's name and the name of your community or county. Introduce yourself!

Milo Library

Milo - Vulcan County - Southern Alberta

Size of Community

What is the population of your service area? This will help other libraries find events run by similar sized communities.

500

Event Title

Enter the name of your Fundraiser/Event:

Annual Ham Supper

Description

Give a short "sales" description of the event.

Every second Wed of November we host a community ham supper at the Hall with the help of community members who bake pies for dessert.

Estimated Attendance and Revenue

How many people attend your event?

175

Annual Ham Supper

How much do you charge per person? Or is there another benefit to this event that isn't immediately obvious?

Adults - \$15.00
6-12 - \$5.00
preschool free
We chose to keep costs for kids lower to encourage families to come.

Free or low revenue events are also useful for Library Advocacy, its' not always about the amount of money generated by an event. If you have had discussions about pricing, please share your thoughts about why you have set the price of your event. For example, "We kept the cost under \$5.00 so children could attend" or "We expect business leaders to attend and charged accordingly."

Community Partner

Was there a community partner or outside organization that helped with this event?
Should there have been?

We had a local company sponsor by purchasing the hams - \$400.00

Volunteers/Paid Staff

How many Volunteers/Paid Staff are required to run the event?

Tell us how many people run your event – and let us know what the minimum number is.

25.00	15.00
<i>Number of Volunteers/Paid Staff</i>	<i>Minimum number</i>

Promotion

How do you promote your event?

Posters, word of mouth, Facebook, radio? Note if you use paid advertising.

Posters, Village and Library Facebook pages, word of mouth, local newspaper ad. No paid advertising.

Annual Ham Supper

Supplies

What supplies are necessary for holding the event? If they come from a specialty supplier, list contact information.

Give a shopping list! If supplies come from your local big box store, then no contact information is required. However, if you've sourced Harry Potter's Goblet of Fire, then we'd like to know how to contact the supplier.

- Hams – 4 Large and 2 half– over 100 pounds –4 roasters needed In at 10:30 am with about 1" water at 350 F for 1 hour, then 325 F and basted a few times. Were cooked by about 4:30 – 4:45p.m. (pull out when temperature at 150 F and wrap). Carved at 5:15 pm. Okay to sit an hour or two wrapped so could put in earlier if works out. Mustard – 2 bottles in the fridge. Used them. Also bought 2 honey mustard
- Baked Potatoes – about 150 bought from store. Put them in at 12:30.
- Sour cream – 5 liters. Butter – had 3- and used 2 full pounds plus 2 part Becel left in fridge. Returned 1 pound. Keep with three, can always return one. Bacon Bits – 2 large bag Hormel.
- Buns – 12 dozen – 2 dozen left.
- Carrots and Peas – 2 x 10 pound bags carrots plus 2 2pounds = 14 pounds, 3 bags frozen peas. About right.
- Lettuce Salad – 7 heads lettuce (mix romaine and iceberg), 1 head celery, 2 cucumber, 4 tomatoes and 1 bunch green onions. Salad Dressings – had 6 large. 2 Ranch, 2 Thousand Island, 1 Catalina 1 Golden Italian OK – need to have a variety and left in fridge.
- Japanese Cabbage Salad (Jean Pare` salad cookbook) – 3 heads cabbage, 3 bunches green onions, 2 pkg. fresh mushrooms, 2 bags chow mein noodles, 4 pkg. regular Ichiban, 2 pkg. slivered almonds, 2 pkg. sunflower seeds, and 2 jars sesame seeds. Dressing: Vinegar, oil, soya sauce, sugar and seasoning from Ichiban. Make sure we have 3 large heads and that the cabbage is sliced a little smaller. (Heads were really big, so perfect)
- Dill pickles – had 6 quarts.
- Coffee – 2 pots (1 regular, 1 decaf). Tea- 30 cup
- Juice – 1 large orange juice jug of iced tea Need 1 bag ice and 100 plastic cups. Need 1 full jug of juice. Put out 3 water jugs too.
- Pies (24) - made at homes by community members. There's always a great variety of pies and this is a real hit with everyone!

Annual Ham Supper

Supplies – Personnel

Are specialty skills or qualifications are required i.e. Pro-Serve Certification?

If your staff/volunteers have those specialty skills or if you hire a company to provide those skills, include that information here.

Some volunteers have taken the course.

Annual Ham Supper

Timeline

From planning to the event; what is the timeline for preparation?

Its' never as simple as the event itself. How far in advance do you start to prepare? Do you have a timeline for activities?

Food needs to be ordered about 3 weeks in advance. Also I start working on getting a volunteer worksheet and pie donation worksheet together about the same time. Advertising with posters around town, placed in our local monthly newspaper (1 month prior), Facebook and Library websites. We also use this venue to show our latest Library programming etc. with either displays or Power Point presentations that run continually throughout the event.

Preparation

Do you have any checklists for preparation that you can include?

Similar to the timeline above – do you have a list of activities to prepare for the event?

- Secure the venue - we do this right after our event for the next year.
- Advertising - create posters, etc
- Start creating a Volunteer Worksheet and Pie donation worksheet for the event - We have 2 different work shifts. Kitchen prep - 5-6; Ham Carvers - 2-3, Kitchen Clean-up - 9; Putting table and chairs away - about a dozen.
- Order food
- Start creating displays/etc
- Have Treasurer get a float the day of the event.

Annual Ham Supper

Logistics

Do you have any formulas for event logistics to include?

Event logistics; if you expect 50 people how many bottles of pop/water do you make sure to have on hand? Answer this question as if you had to explain how you come up with the numbers on your supply list to someone who has never run this event before. Libraries of different sizes will run events at different scales. Even if your catering plan consists of – “we put the leftover drinks from the summer reading program out on the table, and when they are gone, that’s it.” That is useful information to someone who has never organized an event before.

No specific formulas - just many many years of catering to different community events.

Annual Ham Supper

Organization

How do you organize materials and people?

Do you have any tips/tricks/methods to organizing your people and materials that help make this event easier to put together? If photographs work better for showing your organization methods, include them.

We really like splitting the workload into 2 categories - those who like to cook and those who would rather clean up. This makes it so much easier because the cooks then get to eat when the cleanup crew takes over.

The main organizer starts at 9:00 am with picking up the groceries,so it's a long day.

(I have photos but couldn't add them)

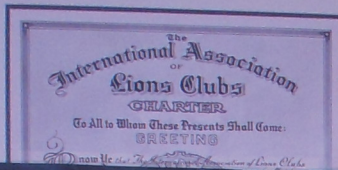
Annual Ham Supper

Gotchas

Are there any problem areas to be aware of?

What things did you find out the hard way?

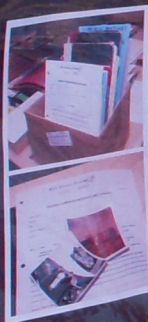
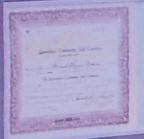
It's a lot of work, but it has always been a very successful event and not only a good fund raiser, but also a good "Friend Raiser"



Milo Archive Samples
Map of Queenstown 1930-1950



Milo Archive Samples
Queenstown Hall Share



Milo Library Archives

The Milo Library Summer Archives Project

Milo Lions Archivist Fellowship
Sponsors Alberta Archive Training



Milo Lions Archivist Fellowship



- 1.) A community partnership that helps preserve local history for future generations.
- 2.) A further extension of the Lions commitment to serve.
- 3.) Active involvement of members in cataloguing records we will need help identifying people, places and events.

Why train library staff?

Need technical and practical knowledge of running of an archive.

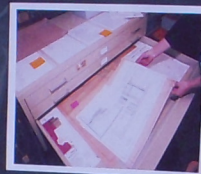
Need trained staff to qualify for membership to Archives Society of Alberta

- Membership in the Archives Society of Alberta offers:
 - Access to their Online Catalogue
 - Access to their grants and awards of funding
 - Eligibility as an officer which will help with ALL grant applications, community partnerships and projects



"Of all national assets, archives are the most precious; they are the gift of one generation to another and the extent of our care of them marks the extent of our civilization"

Sir Arthur G Doughty
Dominion Archivist 1924



Milo Archive Samples
Map of Lake McGregor Campground 1925



Percival Edward Kingsmith



Percival Edward Kingsmith, of Queenstown, Alberta, was a soldier with the Canadian Army during World War I. Kingsmith was born in Sweden, Sweden, England, the son of John and Nellie Kingsmith. He served with the Canadian Infantry (Alberta Regiment). His Battalion, holding the rank of Lieutenant. He was one of 64,948 service personnel who fought with the Canadian Army in World War I. On December 1918, he was awarded the British War Medal. Kingsmith is buried in the Percival Kingsmith Cemetery in Prince Rupert, British Columbia. Kingsmith died at the age of 28, on May 6, 1917.



1917-1918 addition from World War I & II, the Battle of Vimy Ridge and the Battle of Arras. The photo shows a soldier in uniform, likely Percival Edward Kingsmith, standing in front of a building.

Chester Russell Narum



Chester Russell Narum, of Queenstown, Alberta, was a soldier with the Canadian Army during World War I. Narum was born in Sweden, Sweden, England, the son of John and Nellie Narum. He served with the Canadian Infantry (Alberta Regiment). His Battalion, holding the rank of Lieutenant. He was one of 64,948 service personnel who fought with the Canadian Army in World War I. On December 1918, he was awarded the British War Medal. Narum is buried in the Percival Kingsmith Cemetery in Prince Rupert, British Columbia. Narum died at the age of 28, on May 6, 1917.



1917-1918 addition from World War I & II, the Battle of Vimy Ridge and the Battle of Arras. The photo shows a soldier in uniform, likely Chester Russell Narum, standing in front of a building.

Milo Library Archives

Friends of the Milo Library
wish to thank
Milo Library Archives' Sponsor
Milo Lions Club





EXIT

THANK YOU
MILO LIONS CLUB
for the support of
STARS
March 2009 - 2010

THANK YOU
for hosting
Thank you
for the
donuts!

Small plates of food arranged on a long table.



rary Archives
the Milo Library
wish to thank
y Archives' Sponsor
Lions Club

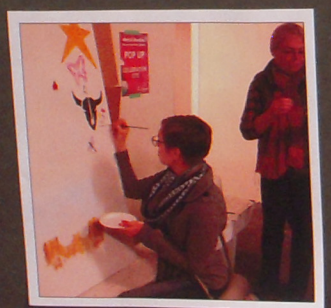
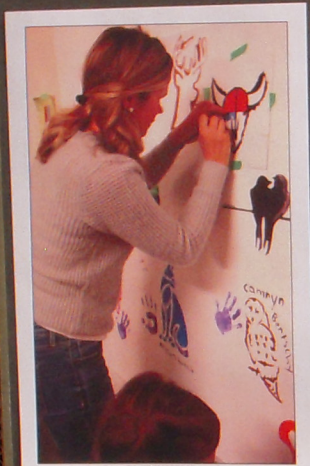
Milo Library Archives
Friends of the Milo Library
wish to thank
Milo Library Archives' Sponsor
Milo Ag Society

Milo Municipal Library
Friends of the Milo Library
wish to thank
Milo Community Bakers

Milo Municipal Library
Friends of the Milo Library
wish to thank
Loren and Tracy Mozill
For donating to our Ham Supper

Friends of the Milo Library
Buffalo Ham
donating to

Milo's Mural – Make Your Mark





Library Event/Fundraiser Recipe

Feel free to include photographs, checklists or other supporting materials. Don't restrict yourself to just filling out the form.

Library Name & Community

Enter your library's name and the name of your community or county. Introduce yourself!

Morinville Community Library

Morinville, AB

Size of Community

What is the population of your service area? This will help other libraries find events run by similar sized communities.

9800

Event Title

Enter the name of your Fundraiser/Event:

Summer Reading Program Sponsorship Drive

Description

Give a short "sales" description of the event.

This is the process we use to secure funding for our Summer Reading Program. We begin early and always follow up with thank you notes and pictures.

Estimated Attendance and Revenue

How many people attend your event?

15

How much do you charge per person? Or is there another benefit to this event that isn't immediately obvious?

We ask local businesses to sponsor a portion of the program (usually around \$150), a larger event (\$300-\$1000), or a participant (\$90) in order to provide a FREE program for children and adults. The more participants you have, the more businesses want to support you.

Free or low revenue events are also useful for Library Advocacy, its' not always about the amount of money generated by an event. If you have had discussions about pricing, please share your thoughts about why you have set the price of your event. For example, "We kept the cost under \$5.00 so children could attend" or "We expect business leaders to attend and charged accordingly."

Community Partner

Was there a community partner or outside organization that helped with this event? Should there have been?

Volunteers/Paid Staff

How many Volunteers/Paid Staff are required to run the event?

Tell us how many people run your event – and let us know what the minimum number is.

2	1
<i>Number of Volunteers/Paid Staff</i>	<i>Minimum number</i>

Promotion

How do you promote your event?

Posters, word of mouth, Facebook, radio? Note if you use paid advertising.

Supplies

What supplies are necessary for holding the event? If they come from a specialty supplier, list contact information.

Give a shopping list! If supplies come from your local big box store, then no contact information is required. However, if you've sourced Harry Potter's Goblet of Fire, then we'd like to know how to contact the supplier.

Supplies – Personnel

Are specialty skills or qualifications are required i.e. Pro-Serve Certification?

If your staff/volunteers have those specialty skills or if you hire a company to provide those skills, include that information here.

Timeline

From planning to the event; what is the timeline for preparation?

Its' never as simple as the event itself. How far in advance do you start to prepare? Do you have a timeline for activities?

Feb/March - As soon as the theme for program and budget has been loosely decided, send out letters to all previous

Preparation

Do you have any checklists for preparation that you can include?

Similar to the timeline above – do you have a list of activities to prepare for the event?

Logistics

Do you have any formulas for event logistics to include?

Event logistics; if you expect 50 people how many bottles of pop/water do you make sure to have on hand? Answer this question as if you had to explain how you come up with the numbers on your supply list to someone who has never run this event before. Libraries of different sizes will run events at different scales. Even if your catering plan consists of – “we put the leftover drinks from the summer reading program out on the table, and when they are gone, that’s it.” That is useful information to someone who has never organized an event before.

Make sure to have an estimated budget worked out in case you receive more funding than required or need to push

Organization

How do you organize materials and people?

Do you have any tips/tricks/methods to organizing your people and materials that help make this event easier to put together? If photographs work better for showing your organization methods, include them.

Gotchas

Are there any problem areas to be aware of?

What things did you find out the hard way?

Keep contact information for businesses in a usable format - like a spreadsheet with separate fields for mail merge

TIPS - Murder is par for the course golf mystery dinner.

Tip #1: A pdf was downloaded with permission from the author. All of the pages were inserted into a binder with protective pages. This kept the kit clean and new. The mystery culprit reveal was kept secret until the end, and the director which was myself was the only one who knew everything. A timeline was established starting in May with the event planned for October. We thought it would be fun before Halloween without being too Halloween-y.

Tip #2: Once the director had read through the material and was very familiar with all of it the friends of the library determined the venue and booked a caterer. Because it was a golf theme we cooperated with the golf course and their manager and caterer. We chose a small venue deliberately to keep the group small enough so that everyone could hear what was being said by each of the suspects. There's a temptation to go larger because of the fundraiser, but you will lose quality of interaction.

Tip #3: Because this mystery dinner kit is designed to be done by a small group, and not by a theater group coming in, our friends of the library group decided to put on a practice session at my house about five or six weeks in advance of our scheduled event. Scripts and characters were assigned to members of the friends of the library or members of their family. All adults. We did not do a full dinner we just had appetizers. The friends of the library learned how to interrogate each suspect. And they became acquainted with the story line, however there was no final reveal of who the murderer was. 😊 Everyone in attendance brought an appetizer and a donation of \$10.00 for the friends of the library, they raised about \$100.

Tip #4: The friends of the library group had a meeting about how the practice session had gone, we talked about where things needed to go smoother to keep the flow going.

Tip #5: The friends of the library group did not have enough money to advertise in the newspaper, therefore advertising was limited to Facebook, word of mouth, and posters about the town. As members of the library put up posters they were able to have conversations with a local business people to let them know that we would be looking for door prizes for this event. Some businesses offered financial donations at this time in support of the library.

Tip #6: Advertising began a month and ½ before the event with tickets going on sale four weeks before the event. It was made clear to each person when they purchased their tickets that they could be asked if they were willing to take a script and become part of the characters for the mystery dinner. As we collected the money we took their phone numbers and recorded whether or not they would be willing to participate.

Tip #7: We did not have a large response of local people willing to take a script therefore many of the individuals that had been part of the practice would be needed again. This turned out to be quite a benefit for us! We could not have done as well without people with a comfort level of some kind of acting. An information package was given to each character approximately 10 days ahead of the event for them to learn their role. As director I chose to add a few extra characters which I think became integral to the flow of the evening.

Tip #8: Because many individuals have never been to a murder mystery dinner they did not understand the concept of questioning the suspects and listing for clues. Our friends of the library who had been at the practice then served as plants at each table to drop clues, keep the conversation going and to spark

questions. The two extra characters that really helped a lot were the local gossip and the news reporter. There are no scripts for them I just found people that we could wing it. I also made the choice of finding someone to play a detective. This just happened to be our new mayor in town 😊

Tip #9: The friends of the library went around the town to see what items could be given for door prizes or silent auction. There were some lovely gifts and prizes.

Tip #10: The decorating was able to be quite simple because it was held at a golf course already with lots of props that were available from the lost and found 😊 We set up a table for the prizes and a table for the silent auction items. I also took the library display table and promotional items.

Evaluation:

Our friends of the library had determined that they would like to carry on with one of these events every autumn if possible. It was a fair amount of work because our group is small but we are enthusiastic. We have not been able to get our local newspaper to cover our events, however in retrospect perhaps if we offer them a free ticket to the dinner that could've gotten some coverage. The caterer charged us \$23.00 a plate and we charge \$45.00 for each ticket. We were sold out with a lot of people asking us to offer something like this more than once a year. I think it's good to leave them wanting more. 😊

Respectfully submitted

Donna Engel

Manager, Provost Library

Book Sale

Library Event/Fundraiser Recipe

Feel free to include photographs, checklists or other supporting materials. Don't restrict yourself to just filling out the form.

Library Name & Community

Enter your library's name and the name of your community or county. Introduce yourself!

Redcliff Public Library

Tracy Weinrauch - Library Manager

Size of Community

What is the population of your service area? This will help other libraries find events run by similar sized communities.

6,000

Event Title

Enter the name of your Fundraiser/Event:

Book Sale

Description

Give a short "sales" description of the event.

We hold an annual book sale during Redcliff Days, typically a community celebration on the third weekend in June. We hold the event at the library with tables throughout any space we fit a table. The books sold are both donations that we do not use on our shelves and discarded books. We do tape up signs on the book shelves of library books that "Library Books on Shelves are NOT for Sale" to prevent any library books going out the door. We do sort the books by type, such as Non-fiction, Fiction, Paperbacks, Children's, Young Adult, Easy, Large Print, Talking Books, and we even include a garage sale table for items we want to get rid of and those strange donated items that sneak in with donated books. We also make sure there is one staff member working the circulation desk to check items in/out, sell memberships, etc.

Estimated Attendance and Revenue

How many people attend your event?

--

Book Sale

How much do you charge per person? Or is there another benefit to this event that isn't immediately obvious?

The only charge is for the books, which we sell by donation only. In previous years, we tried to sell books per item but we actually make more selling by donation and it is less confusing.

Free or low revenue events are also useful for Library Advocacy, its' not always about the amount of money generated by an event. If you have had discussions about pricing, please share your thoughts about why you have set the price of your event. For example, "We kept the cost under \$5.00 so children could attend" or "We expect business leaders to attend and charged accordingly."

Community Partner

Was there a community partner or outside organization that helped with this event? Should there have been?

No, this is solely a library event, we just make sure to hold it during the community celebration, which brings more people out.

Volunteers/Paid Staff

How many Volunteers/Paid Staff are required to run the event?

Tell us how many people run your event – and let us know what the minimum number is.

15.00	10.00
<i>Number of Volunteers/Paid Staff</i>	<i>Minimum number</i>

Promotion

How do you promote your event?

Posters, word of mouth, Facebook, radio? Note if you use paid advertising.

Posters, book inserts (flyers), social media, word of mouth, website, Redcliff Days brochure

Book Sale

Supplies

What supplies are necessary for holding the event? If they come from a specialty supplier, list contact information.

Give a shopping list! If supplies come from your local big box store, then no contact information is required. However, if you've sourced Harry Potter's Goblet of Fire, then we'd like to know how to contact the supplier.

Tables! We use at least 20 tables for everything, and sometimes that isn't even enough but we just don't have any more room. We own most of the tables used, but we do have some delivered by one of the local churches for a small fee \$5/table. If there are still books in boxes when the sale starts, people are perfectly happy going through the boxes to find their treasures. I also recommend 2 donation boxes, especially if part of the sale is being held in a separate meeting room. Be prepared to empty the donation boxes every 1-2 hours. Also, make sure to have lots of bags on hand. For those booklovers that have lots of items we certainly allow the use of the boxes we used to store all the books in, just be sure to keep enough boxes for the end of the sale for anything that doesn't get sold. For the items that do not get sold, we separate and box the donated books from the discarded stamped books. The books without library stamps can be donated to the Canadian Diabetes Association Clothesline pick-up 1-800-505-5525 and make sure they know that the books do not have stamps in them. The discarded library books, can find a new home, such as Large Prints donated to seniors' lodges, the gently used Easy books can go to the local Early Childhood Coalitions, etc. The books that just don't get a new home get recycled.....ssshhh!

Book Sale

Supplies – Personnel

Are specialty skills or qualifications are required i.e. Pro-Serve Certification?

If your staff/volunteers have those specialty skills or if you hire a company to provide those skills, include that information here.

No special skills required, we will accept any volunteers that want to help out! And the volunteers that help set-up get first choice at the books the night before!

Book Sale

Timeline

From planning to the event; what is the timeline for preparation?

Its' never as simple as the event itself. How far in advance do you start to prepare? Do you have a timeline for activities?

We accept donations all year round, so the boxing and sorting starts the week after the last book sale. We start weeding our shelves annually in February and it takes until May to complete that process. We collect the boxes from the local liquor store on Thursdays, delivery day, those boxes are the perfect size for the weight of books. Set-up begins the Friday before the event, usually in the afternoon. We start setting up in the meeting room so as not to disturb the patrons in the library that day. Once we close at 5, the tables get set up and we get right to work, usually taking 2 1/2 - 3 hours for set up in the library proper. Even though the sale starts at 9:00 am, people are lined up well before we unlock the doors, so if you are ready earlier unlock those doors so they can spend their money. Our sale runs until 4:00 pm and we start boxing up items right away. If there are still people in the building wanting to look, let them look but keep in mind that your volunteers do want to go home after that long day. We usually have everything boxed up and moved into the back room within a couple of hours but make sure you have enough volunteers for clean-up or the work gets left to just one or two people. The only work then after that is to call those organizations listed earlier and to recycle the leftover library books. We have a company that picks up our recyclables each week, if your community doesn't have that there are usually recycling depots in the larger centers. Then it starts all over again with the first box of donated books. I should also mention that we don't put every book donated into the sale. If the book is in really poor quality, we recycle it right away. Books in the sale get a better dollar value if they are in good shape.

Preparation

Do you have any checklists for preparation that you can include?

Similar to the timeline above – do you have a list of activities to prepare for the event?

No, at the current time we do not have a checklist.

Book Sale

Logistics

Do you have any formulas for event logistics to include?

Event logistics; if you expect 50 people how many bottles of pop/water do you make sure to have on hand? Answer this question as if you had to explain how you come up with the numbers on your supply list to someone who has never run this event before. Libraries of different sizes will run events at different scales. Even if your catering plan consists of – “we put the leftover drinks from the summer reading program out on the table, and when they are gone, that’s it.” That is useful information to someone who has never organized an event before.

N/A

Book Sale

Organization

How do you organize materials and people?

Do you have any tips/tricks/methods to organizing your people and materials that help make this event easier to put together? If photographs work better for showing your organization methods, include them.

I put the request out to the library board members to choose their time for volunteering. I break it down to set-up ; 8:30-1:00 & 1:00-5:30 on sale date. I have some family and patrons that volunteer as well, so I just call them and book them in where we need help and I offer the staff to work however many paid hours they would like, up to 8 hours. It gives them a chance to get a few extra hours in.

Book Sale

Gotchas

Are there any problem areas to be aware of?

What things did you find out the hard way?

We've never had much in the way of problems, the only concern is to always make sure you have enough help at the end of sale day for take down.

SILENT AUCTION

Library Event/Fundraiser Recipe

Feel free to include photographs, checklists or other supporting materials. Don't restrict yourself to just filling out the form.

Library Name & Community

Enter your library's name and the name of your community or county. Introduce yourself!

REDCLIFF PUBLIC LIBRARY

TRACY WEINRAUCH - LIBRARY MANAGER

Size of Community

What is the population of your service area? This will help other libraries find events run by similar sized communities.

6,000

Event Title

Enter the name of your Fundraiser/Event:

SILENT AUCTION

Description

Give a short "sales" description of the event.

This fundraiser took quite a bit of time to organize the first time. After the bidding sheets, donation request letters and thank you letters were created, the subsequent years were a little easier. Depending on the amount of items collected determines how much money you raise. The other factor is to remind your bidders that this is a fundraiser. We typically hold ours during the community's volunteer of the year celebration, and many people quit bidding once the bids got to half of the value of the item. Our auction is held in the Spring, so we start collecting items in January. Anytime you deal with a supplier, ask them for an item or service for the auction. MP's, MLA's, and your local municipality are always willing to donate items to support the library. Local businesses and even those of neighboring cities are usually willing to make a donation in exchange for free advertising on social media. On average we raise about \$1500.00 each year.

Estimated Attendance and Revenue

How many people attend your event?

100

SILENT AUCTION

How much do you charge per person? Or is there another benefit to this event that isn't immediately obvious?

There is a charge to attend the volunteer appreciation dinner through the Town of Redcliff, however this year they allowed those who wanted to partake only in the auction to attend after the dinner, speeches, and awards. So we kept it open an extra 30 minutes for those people to have a chance to bid and support the library.

Free or low revenue events are also useful for Library Advocacy, its' not always about the amount of money generated by an event. If you have had discussions about pricing, please share your thoughts about why you have set the price of your event. For example, "We kept the cost under \$5.00 so children could attend" or "We expect business leaders to attend and charged accordingly."

Community Partner

Was there a community partner or outside organization that helped with this event? Should there have been?

Friends' of the Redcliff Library Society and our library

Volunteers/Paid Staff

How many Volunteers/Paid Staff are required to run the event?

Tell us how many people run your event – and let us know what the minimum number is.

7.00	7.00
<i>Number of Volunteers/Paid Staff</i>	<i>Minimum number</i>

Promotion

How do you promote your event?

Posters, word of mouth, Facebook, radio? Note if you use paid advertising.

Posters, social media, & word of mouth - after the first year, those that had participated and had winning bids made sure to ask about it again the next year and spread the word for us!

SILENT AUCTION

Supplies

What supplies are necessary for holding the event? If they come from a specialty supplier, list contact information.

Give a shopping list! If supplies come from your local big box store, then no contact information is required. However, if you've sourced Harry Potter's Goblet of Fire, then we'd like to know how to contact the supplier.

Space to store the items as they are collected, and space to display the items at the venue where the auction is held ; bidding sheets ; lots of pens (we've had on average 30 different items/services to be bid on)

SILENT AUCTION

Supplies – Personnel

Are specialty skills or qualifications are required i.e. Pro-Serve Certification?

If your staff/volunteers have those specialty skills or if you hire a company to provide those skills, include that information here.

N/A

SILENT AUCTION

Timeline

From planning to the event; what is the timeline for preparation?

Its' never as simple as the event itself. How far in advance do you start to prepare? Do you have a timeline for activities?

The first year, from starting to collect items to after the auction when all items are picked up was about 4 months. This year we had a new executive on the Friends' Society and they were able to do it in about 5 weeks.

Preparation

Do you have any checklists for preparation that you can include?

Similar to the timeline above – do you have a list of activities to prepare for the event?

Create and send out donation request letters, even cold call letters to those businesses you have never reached out to before
Collect as many items/services as you can
Create bidding sheets and number items, grouping smaller items together to make a larger bundle gets more bids - be sure to include logos or name of donor on bidding sheets
Have a master spreadsheet with columns for all items, values, social media thank you's, successful bids, and successful bidders (for contact purposes)

SILENT AUCTION

Logistics

Do you have any formulas for event logistics to include?

Event logistics; if you expect 50 people how many bottles of pop/water do you make sure to have on hand? Answer this question as if you had to explain how you come up with the numbers on your supply list to someone who has never run this event before. Libraries of different sizes will run events at different scales. Even if your catering plan consists of – “we put the leftover drinks from the summer reading program out on the table, and when they are gone, that’s it.” That is useful information to someone who has never organized an event before.

N/A

SILENT AUCTION

Organization

How do you organize materials and people?

Do you have any tips/tricks/methods to organizing your people and materials that help make this event easier to put together? If photographs work better for showing your organization methods, include them.

Have a solid, core group of people that can organize this event. In our case, the change in the Friends' executive was extremely helpful to relieve the staff of paperwork, etc.

SILENT AUCTION

Gotchas

Are there any problem areas to be aware of?

What things did you find out the hard way?

We haven't had any issues that I am aware of. All successful bidders have always picked up their items at the library after the event, if they don't collect their item the night of the auction.

Friends of the Sylvan Lake Library (FOSLL) Christmas Stocking Raffle

Library Event/Fundraiser Recipe

Feel free to include photographs, checklists or other supporting materials. Don't restrict yourself to just filling out the form.

Library Name & Community

Enter your library's name and the name of your community or county. Introduce yourself!

Sylvan Lake Municipal Library in the Town of Sylvan Lake. We are a mid-sized library in

Size of Community

What is the population of your service area? This will help other libraries find events run by similar sized communities.

14,813

Event Title

Enter the name of your Fundraiser/Event:

Friends of the Sylvan Lake Library (FOSLL) Christmas Stocking Raffle

Description

Give a short "sales" description of the event.

Every year our Friends group canvasses the businesses in the community for items to include in the raffle. The items and gift certificates are bundled into three prize packs of roughly equal value. One of our volunteers makes a gorgeous cross-stitch stocking that becomes part of the top prize and is later embroidered with the winner's name. FOSLL sells raffle tickets and has a draw about a week before Christmas. The first place winner gets his/her choice of the three baskets and the stocking. Second place gets to choose between the remaining baskets, and third place gets the last baskets. Each basket is worth hundreds of dollars. This past year's third place winner was ecstatic when he saw what was in his basket!

Estimated Attendance and Revenue

How many people attend your event?

1,250

Friends of the Sylvan Lake Library (FOSLL) Christmas Stocking Raffle

How much do you charge per person? Or is there another benefit to this event that isn't immediately obvious?

\$5 per ticket (250 tickets) \$5/ticket means pretty much anyone can afford a ticket, and saying that each year is a sell out, makes selling the following year's tickets easier.
Aside from the interest it brings into the library (we're one of the places that sells the tickets) it earns us a lot of good-will from local businesses. FOSLL places an ad in the local paper that lists the donors by name. We also post donor names in the library, so it's great advertisements for local businesses.

Free or low revenue events are also useful for Library Advocacy, its' not always about the amount of money generated by an event. If you have had discussions about pricing, please share your thoughts about why you have set the price of your event. For example, "We kept the cost under \$5.00 so children could attend" or "We expect business leaders to attend and charged accordingly."

Community Partner

Was there a community partner or outside organization that helped with this event?
Should there have been?

Friends group, local businesses for donations, as well as larger stores providing space for volunteers to sell tickets.

Volunteers/Paid Staff

How many Volunteers/Paid Staff are required to run the event?

Tell us how many people run your event – and let us know what the minimum number is.

15.00	5.00
<i>Number of Volunteers/Paid Staff</i>	<i>Minimum number</i>

Promotion

How do you promote your event?

Posters, word of mouth, Facebook, radio? Note if you use paid advertising.

All of the above! FOSLL also runs a paid ad in the local newspaper.

Friends of the Sylvan Lake Library (FOSLL) Christmas Stocking Raffle

Supplies

What supplies are necessary for holding the event? If they come from a specialty supplier, list contact information.

Give a shopping list! If supplies come from your local big box store, then no contact information is required. However, if you've sourced Harry Potter's Goblet of Fire, then we'd like to know how to contact the supplier.

license for raffle
specially printed tickets
donations from local businesses (changes yearly)
Christmas Stocking (made by local volunteer)
nice boxes/baskets and wrapping to group items
cash box with float
signage for the table that volunteers staff to sell tickets
posters (usually printed from the library)

Friends of the Sylvan Lake Library (FOSLL) Christmas Stocking Raffle

Supplies – Personnel

Are specialty skills or qualifications are required i.e. Pro-Serve Certification?

If your staff/volunteers have those specialty skills or if you hire a company to provide those skills, include that information here.

Friends of the Sylvan Lake Library (FOSLL) Christmas Stocking Raffle

Timeline

From planning to the event; what is the timeline for preparation?

Its' never as simple as the event itself. How far in advance do you start to prepare? Do you have a timeline for activities?

We usually begin discussions in September, with plans to begin selling tickets starting in late November. Our volunteer who makes the stocking starts immediately following the previous year's draw.

- decide on a draw date
- determine cost/ticket and number of tickets to print
- get raffle license
- print tickets
- create letter soliciting prizes
- take letters to various businesses and ask in person
- contact larger stores to set up a Saturday morning to sell tickets there
- collect prizes, note values and type, start dividing into 3 baskets
- print ad in local paper
- create an in-library display, showing stocking and prizes
- sell tickets
- collect any last minute prizes and sort.
- official draw: 1st 2nd, and 3rd (in order drawn the winners get to choose their basket
- get name of 1st place winner and stocking to our volunteers to personalized the stocking
- send out thanks
- review successes and failures for next year

Preparation

Do you have any checklists for preparation that you can include?

Similar to the timeline above – do you have a list of activities to prepare for the event?

Same as timeline above

Friends of the Sylvan Lake Library (FOSLL) Christmas Stocking Raffle

Logistics

Do you have any formulas for event logistics to include?

Event logistics; if you expect 50 people how many bottles of pop/water do you make sure to have on hand? Answer this question as if you had to explain how you come up with the numbers on your supply list to someone who has never run this event before. Libraries of different sizes will run events at different scales. Even if your catering plan consists of – “we put the leftover drinks from the summer reading program out on the table, and when they are gone, that’s it.” That is useful information to someone who has never organized an event before.

We base number of tickets on number sold the year before. Cost is based on what we feel the community can afford.

Friends of the Sylvan Lake Library (FOSLL) Christmas Stocking Raffle

Organization

How do you organize materials and people?

Do you have any tips/tricks/methods to organizing your people and materials that help make this event easier to put together? If photographs work better for showing your organization methods, include them.

Each FOSLL member chooses his/her task to complete. People who personally know owners of local businesses are the ones to make the ask. Meet at least once a month leading up to the draw to ensure that all is on track.

Friends of the Sylvan Lake Library (FOSLL) Christmas Stocking Raffle

Gotchas

Are there any problem areas to be aware of?

What things did you find out the hard way?

Sometimes getting the raffle license and tickets printed take more time than anticipated. Sometimes the economy is not conducive to either ticket sales or collecting prizes. Not everybody on the team contributes equally, which can make for dissension in the ranks.

Library Event/Fundraiser Recipe

Feel free to include photographs, checklists or other supporting materials. Don't restrict yourself to just filling out the form.

Library Name & Community

Enter your library's name and the name of your community or county. Introduce yourself!

Friends of the Vulcan Municipal Library

Vulcan, Alberta Vulcan county

Size of Community

What is the population of your service area? This will help other libraries find events run by similar sized communities.

2,500

Event Title

Enter the name of your Fundraiser/Event:

Friends of the Library Meat Raffle

Description

Give a short "sales" description of the event.

The Friends of the Library held a meat raffle. We contacted meat companies in the area and we we purchased an economy pack for the raffle. The Company also donated some meat. Had raffle tickets made up and set a draw date

Estimated Attendance and Revenue

How many people attend your event?

250

Friends of the Library Meat Raffle

How much do you charge per person? Or is there another benefit to this event that isn't immediately obvious?

Tickets were \$ 5.00 each and we had 500 tickets

Free or low revenue events are also useful for Library Advocacy, its' not always about the amount of money generated by an event. If you have had discussions about pricing, please share your thoughts about why you have set the price of your event. For example, "We kept the cost under \$5.00 so children could attend" or "We expect business leaders to attend and charged accordingly."

Community Partner

Was there a community partner or outside organization that helped with this event? Should there have been?

Volunteers/Paid Staff

How many Volunteers/Paid Staff are required to run the event?

Tell us how many people run your event – and let us know what the minimum number is.

6.00	6.00
<i>Number of Volunteers/Paid Staff</i>	<i>Minimum number</i>

Promotion

How do you promote your event?

Posters, word of mouth, Facebook, radio? Note if you use paid advertising.

Posters, word of mouth, library facebook page, newsletter
No paid advertising

Friends of the Library Meat Raffle

Supplies

What supplies are necessary for holding the event? If they come from a specialty supplier, list contact information.

Give a shopping list! If supplies come from your local big box store, then no contact information is required. However, if you've sourced Harry Potter's Goblet of Fire, then we'd like to know how to contact the supplier.

Friends of the Library Meat Raffle

Supplies – Personnel

Are specialty skills or qualifications are required i.e. Pro-Serve Certification?

If your staff/volunteers have those specialty skills or if you hire a company to provide those skills, include that information here.

No

Friends of the Library Meat Raffle

Timeline

From planning to the event; what is the timeline for preparation?

Its' never as simple as the event itself. How far in advance do you start to prepare? Do you have a timeline for activities?

Decide where to purchase the meat, a month prior to raffle. Get raffle tickets printed, posters made up , advertising the event and placed an ad in a community newsletter.

Preparation

Do you have any checklists for preparation that you can include?

Similar to the timeline above – do you have a list of activities to prepare for the event?

Advertising

Friends of the Library Meat Raffle

Logistics

Do you have any formulas for event logistics to include?

Event logistics; if you expect 50 people how many bottles of pop/water do you make sure to have on hand? Answer this question as if you had to explain how you come up with the numbers on your supply list to someone who has never run this event before. Libraries of different sizes will run events at different scales. Even if your catering plan consists of – “we put the leftover drinks from the summer reading program out on the table, and when they are gone, that’s it.” That is useful information to someone who has never organized an event before.

No

Friends of the Library Meat Raffle

Organization

How do you organize materials and people?

Do you have any tips/tricks/methods to organizing your people and materials that help make this event easier to put together? If photographs work better for showing your organization methods, include them.

No

Friends of the Library Meat Raffle

Gotchas

Are there any problem areas to be aware of?

What things did you find out the hard way?

No

Auction/Silent auction

Library Event/Fundraiser Recipe

Feel free to include photographs, checklists or other supporting materials. Don't restrict yourself to just filling out the form.

Library Name & Community

Enter your library's name and the name of your community or county. Introduce yourself!

Friends of the Vulcan Municipal Library

Vulcan, Alberta, Vulcan County

Size of Community

What is the population of your service area? This will help other libraries find events run by similar sized communities.

2,500

Event Title

Enter the name of your Fundraiser/Event:

Auction/Silent auction

Description

Give a short "sales" description of the event.

We held a auction/silent auction as a fundraiser. The items were donated for both of the auctions from ther community and surrounding area.

Estimated Attendance and Revenue

How many people attend your event?

500

Auction/Silent auction

How much do you charge per person? Or is there another benefit to this event that isn't immediately obvious?

No Charge

Free or low revenue events are also useful for Library Advocacy, its' not always about the amount of money generated by an event. If you have had discussions about pricing, please share your thoughts about why you have set the price of your event. For example, "We kept the cost under \$5.00 so children could attend" or "We expect business leaders to attend and charged accordingly."

Community Partner

Was there a community partner or outside organization that helped with this event? Should there have been?

Held at Vulcan Golf Club

Volunteers/Paid Staff

How many Volunteers/Paid Staff are required to run the event?

Tell us how many people run your event – and let us know what the minimum number is.

7.00	7.00
<i>Number of Volunteers/Paid Staff</i>	<i>Minimum number</i>

Promotion

How do you promote your event?

Posters, word of mouth, Facebook, radio? Note if you use paid advertising.

Posters, Ads put in the local newspaper and Regional, word of mouth

Auction/Silent auction

Supplies

What supplies are necessary for holding the event? If they come from a specialty supplier, list contact information.

Give a shopping list! If supplies come from your local big box store, then no contact information is required. However, if you've sourced Harry Potter's Goblet of Fire, then we'd like to know how to contact the supplier.

Auction/Silent auction

Supplies – Personnel

Are specialty skills or qualifications are required i.e. Pro-Serve Certification?

If your staff/volunteers have those specialty skills or if you hire a company to provide those skills, include that information here.

No

Auction/Silent auction

Timeline

From planning to the event; what is the timeline for preparation?

Its' never as simple as the event itself. How far in advance do you start to prepare? Do you have a timeline for activities?

Began process 2 - 21/2 month before auction. Contacted community members for auction/silent auction items. Sheets made up for silent auction items. Contacted the golf club to see if we could have the event there, also contacted a auctioneer.

Preparation

Do you have any checklists for preparation that you can include?

Similar to the timeline above – do you have a list of activities to prepare for the event?

Advertising, contacting community members

Auction/Silent auction

Logistics

Do you have any formulas for event logistics to include?

Event logistics; if you expect 50 people how many bottles of pop/water do you make sure to have on hand? Answer this question as if you had to explain how you come up with the numbers on your supply list to someone who has never run this event before. Libraries of different sizes will run events at different scales. Even if your catering plan consists of – “we put the leftover drinks from the summer reading program out on the table, and when they are gone, that’s it.” That is useful information to someone who has never organized an event before.

Auction/Silent auction

Organization

How do you organize materials and people?

Do you have any tips/tricks/methods to organizing your people and materials that help make this event easier to put together? If photographs work better for showing your organization methods, include them.

Auction/Silent auction

Gotchas

Are there any problem areas to be aware of?

What things did you find out the hard way?

Library Event/Fundraiser Recipe

Feel free to include photographs, checklists or other supporting materials. Don't restrict yourself to just filling out the form.

Library Name & Community

Enter your library's name and the name of your community or county. Introduce yourself!

The Village of Warburg Public Library

Alberta, Canada

Size of Community

What is the population of your service area? This will help other libraries find events run by similar sized communities.

721

Event Title

Enter the name of your Fundraiser/Event:

Christmas Draw

Description

Give a short "sales" description of the event.

There is usually a first prize(homemade quilt, donated), second prize(basket of books,donated) and a third prize(random item, donated) some years there are even a 3rd and 4th prize.

Estimated Attendance and Revenue

How many people attend your event?

200

Christmas Draw

How much do you charge per person? Or is there another benefit to this event that isn't immediately obvious?

The tickets are \$2.00 each or 3 tickets for \$5.00
This yearly fundraiser pays for Patrons yearly memberships

Free or low revenue events are also useful for Library Advocacy, its' not always about the amount of money generated by an event. If you have had discussions about pricing, please share your thoughts about why you have set the price of your event. For example, "We kept the cost under \$5.00 so children could attend" or "We expect business leaders to attend and charged accordingly."

Community Partner

Was there a community partner or outside organization that helped with this event?
Should there have been?

Every few years the Library Board sends out a letter asking for support

Volunteers/Paid Staff

How many Volunteers/Paid Staff are required to run the event?

Tell us how many people run your event – and let us know what the minimum number is.

5.00	2.00
<i>Number of Volunteers/Paid Staff</i>	<i>Minimum number</i>

Promotion

How do you promote your event?

Posters, word of mouth, Facebook, radio? Note if you use paid advertising.

Local Paper, Facebook, advertising at the Library

Christmas Draw

Supplies

What supplies are necessary for holding the event? If they come from a specialty supplier, list contact information.

Give a shopping list! If supplies come from your local big box store, then no contact information is required. However, if you've sourced Harry Potter's Goblet of Fire, then we'd like to know how to contact the supplier.

Library Staff create a draw ticket on Publisher and print the tickets at the library, both save the library monies

Christmas Draw

Supplies – Personnel

Are specialty skills or qualifications are required i.e. Pro-Serve Certification?

If your staff/volunteers have those specialty skills or if you hire a company to provide those skills, include that information here.

no

Christmas Draw

Timeline

From planning to the event; what is the timeline for preparation?

Its' never as simple as the event itself. How far in advance do you start to prepare? Do you have a timeline for activities?

one year, to decide and vote on what to do, gathering up items, designing and printing tickets, also for the lovely patron who makes the quilt

Preparation

Do you have any checklists for preparation that you can include?

Similar to the timeline above – do you have a list of activities to prepare for the event?

no sorry

Christmas Draw

Logistics

Do you have any formulas for event logistics to include?

Event logistics; if you expect 50 people how many bottles of pop/water do you make sure to have on hand? Answer this question as if you had to explain how you come up with the numbers on your supply list to someone who has never run this event before. Libraries of different sizes will run events at different scales. Even if your catering plan consists of – “we put the leftover drinks from the summer reading program out on the table, and when they are gone, that’s it.” That is useful information to someone who has never organized an event before.

no

Christmas Draw

Organization

How do you organize materials and people?

Do you have any tips/tricks/methods to organizing your people and materials that help make this event easier to put together? If photographs work better for showing your organization methods, include them.

this is a small event, do everything can be organized at a few Board Meetings

Christmas Draw

Gotchas

Are there any problem areas to be aware of?

What things did you find out the hard way?

none i can think of at this time