



wizzilympics

Promotion

- Use the poster enclosed with the pack to promote the event (photocopies can be made)
- Ask your parish priest to place a note in the parish newsletter
- Make sure you let people know that the event is for [bccs](#) and order some of our free materials such as balloons and information leaflets

Fundraising

- Charge an entry fee per person, or per team. We would suggest you ask your participants to donate £5 per person. It is best to try and sell tickets in advance so that you can get an idea of how many people will be attending the event, especially if you are providing refreshments or need to set out table and chairs.
- To make the most of your event you might want to include some additional fundraising such as holding a raffle.

Enjoy! – This is a fun, social, light-hearted fundraising event. Slip in the occasional joke, encourage a friendly atmosphere and enjoy yourselves,

After the Event

Once the event is over there are just three more simple things we would ask you to do:

1. Complete the Winners Sheet with the contact details of your winning team. This will ensure we are able to contact them directly and make arrangements for the final.
2. Arrange for any money that you have raised to be sent to [bccs](#). You can do this by sending a cheque made payable to Brentwood Catholic Children's Society or, if you would prefer, you can pay the money directly into our bank account:

Account: Brentwood Catholic Children's Society ,
Sort Code: 40 13 22,
Account Number: 31094130

3. If after all your hard work as organiser, you would like to be included in the Grand Final arrangements, simply send us an email to jabbott@bccs.org.uk - We would be delighted to see you there!

**Finally give yourself a really big 'pat on the back' – you did it and by taking the time to organise this event you have helped make a difference to the lives of the many children and families we are privileged to support –
THANK YOU.**