

Sacred Heart Primary School - Fundraising Quiz

At EventFULL, with our years of experience, have enormous knowledge of the most effective way to run a great event. Running literally hundreds of shows a year gives us a valuable insight into what works, what doesn't, the common mistakes made running events and also how to run a show efficiently and effectively.

In our experience, there are certain aspects of a show that works and improves the outcome, particularly for fundraising. Equally there are common issues that impact on groups that run infrequent events and reduce the effectiveness and end result, including the financial result but also how enjoyable an event is.

Our offer is to utilize our knowledge, experience and resources is designed to:

- Reduce the pressure on your group
- Reduce the workload on a volunteer group
- Ensure maximum efficiency for your event (obtaining prizes, auction items etc)
- Reduce operating costs through our contacts, knowledge and volume of work
- Maximise the fundraising capability of your event
- Reduce the upfront cost of holding an event through our success based structure
- Ensure a smooth, enjoyable event that even your volunteer group can relax and enjoy

Our role covers areas including:

- Providing tickets, promotional posters and pdf files for emailing to attendees
- Liaising with or booking venue
- Obtaining required permits and licenses (raffle, liquor etc)
- Set up of room
- Operating door on night of event
- Managing raffles, events, auctions, silent auctions, games, competitions and main quiz
- Supply of stock for bar
- Operating bar facilities
- Supply of quiz, game and raffle prizes, auction and silent auction items
- Running all facets of the event
- Clean up after event
- Reconciling finances and report after the event

Fee structure:

GROSS REVENUE (sale of tickets, all raffles, bar sales and other income) is combined. Actual cost of food and beverages, room hire and reserve of auction items or cost of raffle and silent auction items (excluding game and quiz prizes) is subtracted from this amount.

Your group retains 70% of the balance of this fee, meaning EventFULL retain 30% which includes the cost of printing and promotional material, quiz and game prizes, hosting and running the entire event and ensuring all is done to maximize the amount of income available to be earned by your group.

The involvement of 2-3 volunteers to assist with raffle ticket and game sales on the night is usually provided to include some 'local knowledge' of the participants and also a point of contact on the night.

We look forward to making your show a complete success and maximizing your fundraising return.

9 Kim Close WILLETTON WA 6155

T> 0419 943 000 E> info@eventfull.com.au A.B.N. 85 735 847 461

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Thanks for the opportunity to assist with your fundraising activities. We work closely with many groups to ensure they get the most of going to the trouble of holding an event and ensure it runs smoothly, is very entertaining and enjoyable and generates as much return as possible by running efficiently, effectively and using techniques and methods that we have refined over many years of operation.

Our expectations on a quiz show of say 200 people is that we would gross around \$12-15k with hard costs (drinks, room hire, auction items etc) of \$3-5k, with an expectation of \$6-10k to be raised for you. You'll find this is considerably higher than many quiz events because of our knowledge and experience plus you'll have far less work to do.

We are more than happy to get some assistance and support with raffle and silent auction items from supporting businesses and parents etc as it is important that the school include these people be included and able to show their support.

For us to simply host the quiz event, which for a show this size would include a large video screen for score boards and PA etc, the cost would be \$600.

Hope this helps and I look forward to assisting in whatever capacity you choose.

Please let me know if you have any further queries.

Regards

Tom Tapping - EventFULL

tom@eventfull.com.au

0419 943 000

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