

## Event Ideas

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### What Can Events and Incentives Do For My Campaign?

- Increase enthusiasm and participation
- Increase average gift
- Encourage employees to pledge promptly
- Encourage attendance at campaign meetings

Events are your opportunity to add a little something extra to the campaign!

Events could be used to:

- Raise money
- Promote team development
- Build company morale
- Have FUN!!!

#### Event Tips:

- Be creative in planning your events
- Schedule events strategically throughout the campaign
- Make it easy for employees to participate
- Secure support of upper management
- Don't do it alone, Involve a team in the planning and implementation process

***Remember... when planning special events, please stress that the support of the activities is in addition to the individual campaign pledge.***

***“FUNraising”***

## Event ideas

Here are some fun event ideas to get you started. Take this opportunity to be creative. Use some of these ideas or create your own event. Have an event that everyone at your office can have fun with!

### Appreciation Grams

Appreciation grams are sent to co-workers in the office on an ordinary day or in connection with a holiday such as Valentines Day, Easter, Halloween, May Day, etc. Appreciation grams consist of little notes with words of thanks, recognition, or good wishes. Along with the note include a bag of candy, a Mylar balloon or flowers. Some examples include: jelly beans for Easter, Hershey Hugs for Valentines Day, pet rocks for a 70's theme, candy corn for Halloween. Take pre-orders for one week in the break-room. Write down the names of the sender and receiver so they can be delivered at a later date. Notes can be computer printed generic messages, or at time of purchase, purchaser can hand write a note of appreciation.

### Backyard/Parking Lot Bar-B-Q

Determine costs of set-up. Set a sale price for the Bar-B-Q. Pre-sell tickets to the event. The event may also be set up as a potluck picnic with everyone bringing a dish to share. Items that need to be purchased include: paper products, meat and fixings, buns, beverages, grill, lawn chairs, tables. Set-up outside. You may wish to include a volley ball net, Frisbee, music, etc. as time and space allow.

### Bake Sale

Homemade or store bought items are brought in such as: cookies, pies, muffins, bars, cupcakes, fudge, and candy. Arrange baked items on a table to be seen throughout the day. This is a single-day event; chance ticket sales (\$0.25 a piece) begin that morning. Chances may be sold at the reception desk, in the lunchroom, and during lunch. Committee members draw names of winners at the end of the day and deliver items to the winners.

### Casual Day

Every Friday, employees have the opportunity to purchase coupons for a Jeans Day or Casual Wear Day for the following workweek. Cost is \$1 for one day of casual attire or \$4 for a week's worth of casual days. Give buttons to employees purchasing weeklong coupons. Buttons state, "We wear jeans to show support of United Way." Give stickers to daily coupon holders with same message. This publicizes campaign among co-workers and offers customers an explanation for the casual attire.

### **Chili Cook-off**

Employees bring in a pot of their favorite chili on the day of the contest. Employees pay a fee to taste the varieties of chili. They vote for the best chili and the winner is proclaimed the “Chili King” and the proceeds go to United Way.

### **Christmas Cookie Sale**

Call bakeries for cookie bids. Determine the cost and selling price. (Charge \$0.75 more per dozen than the cost.) Check to be sure the bakery will package in dozens, if not the committee will need to package. Have sign-up sheet to take preorders. Selling hints: they make great gifts, saves time from baking and buying at a store. Order, then have committee pick-up cookies in the morning and deliver treats to work.

### **Craft Sale**

Advertise the craft sale ahead of time in the company newsletter, bulletin board, email enabling participants time to make (or buy) crafts. Place items on a display table, each with its own jar to place purchased chances. Employees purchase chances, fill out name and place it in a jar corresponding to the item they desire (example: \$0.25 each or 5 for \$1.00). Run the sale for a week, allowing employees to check each day on their odds by looking at the number of tickets in the jars. At the end of the week, the Committee draws names and delivers the items to winners.

### **Diamond Donors**

Look for the “diamonds” in your company. Diamond Donors are folks that have contributed to United Way for 25 years or more. The company and their employees will be publicly recognized and the “diamonds” will be invited to special events.

### **Employee Car Wash**

Recruit a team of car-washers (consider involving managers) and determine shifts. Team members bring sponges, rags, soap, buckets, hoses, radio, etc. on day of event. Set up wash site in employee parking lot. Wash tickets may be purchased in advance (\$3-\$5) or simply recruit cars on wash day. Car washers get keys from co-workers, pick up vehicle and bring to the wash site to be cleaned. Return washed cars to parking places. Workers never have to leave the office! Another option is to set aside a reserved parking area for employees to park in the morning, leaving keys in the car to be moved if necessary.

### **“Fear Factor” Game**

Group of executives are challenged to face off in events ranging from eating food blindfolded to picking items out of jars full of worms.

### **Employee Cookbook**

Ask employees to bring in their favorite recipes from home. Research publishing companies to print the collected recipes in a book format, or do it in-house. Plan on a two to six month time period for the preparation and printing of the project. Take pre-orders after determining price per copy with the publishing company. Profit earned from the sale can be added to the United Way donation from your company. Order extra books for last minute shoppers. (Those who have done this always run out!)

### **Identify the Baby Photo Contest**

Employees bring in a favorite baby picture, writing their name on the backside. Pictures are numbered and posted on a bulletin board. Employees purchase a chance to match co-workers with baby pictures. When purchasing a chance, give purchaser a numbered sheet with blanks to write their guesses. Have them put their own name at the top and turn in. Employee with the greatest number correct wins a prize! Remember to have more than ten prizes on hand in the event of a tie.

### **Indoor Mini Golf**

This indoor event is great for swinging away those winter blues! To make the event a contest, have each department design a creative hole using only materials already in their department. Examples include: wastebaskets, letter trays, reams of paper, machine parts, etc. If possible include a shot from the roof. The employee committee rounds up some clubs and staffs the course during the lunch hour for the week of the campaign. Employees play the course as often as they like for a small fee. The CEO serves as the pro, challenging the employee with the winning score to a sudden death playoff on the final day of mini golf. Prizes are awarded to the department with the most creative hole and to the best mini golfers.

### **Let the Race Begin**

For this auto-racing theme, create a large goal poster that looks like an Indy racetrack to set the pace of your campaign race. Use Velcro cars to measure progress along the track as the company moves closer to the finish of the campaign. Decorate main room with race flags, jerseys and auto racing posters.

Hold your own auto race with radio-controlled cars in the parking lot.

### **Life is Not a Spectator Sport - Go the Distance**

At the start of the campaign, hold a kick-off meeting explaining touchdowns (accomplishments of previous years), penalties and receptions (areas needing improvement), and huddles (ideas for the coming campaign). To launch the campaign, hold a tailgate party in the parking lot or at a park. Arrange to have the party at the same time as a local softball or baseball game and cheer on your home team.

### **Movie Trivia Quiz**

This quiz can be completed at workstations & returned to an appointed person to tally the scores. You can match the actor/actress with the movie, match the quote with the movie, or combine. The highest score wins a prize. In case of a tie, a drawing will be held. Winners can be announced at a group lunch at the close of the campaign.

### **Ornament Raffle**

Buy or have donated an artificial tree, which can be stored and used annually. Employees bring in ornaments either purchased or handmade to hang on the tree. Tree may be kept up and ornaments collected for the entire Christmas season. After all ornaments are collected, most valuable ornaments are selected to be raffled first, giving all a fair chance at high valued ornaments (Hallmark Keepsakes, Precious Moments, etc.) Employees purchase chances for the ornament raffle (example: \$1.00 or 5 for \$8.00) and names are drawn.

### **Pirates of the Caribbean**

For those who don't want to grow up like Peter Pan, this event will be a lot of fun. Decorate meeting room or lunchroom with cut out palm trees, starfish, waves, etc. Bring in shells and fishnets to add to the decor. Bring in a chest with a key that will be your treasure chest, fill it with secret prizes. Otherwise make a treasure chest out of a large cardboard box with gold and silver foil pasted on the outside.

Employees purchase a key (either real or cut-out cardboard keys) from a volunteer dressed in a pirate costume. Cutout keys are numbered and the winner of the treasure chest is determined by a drawing. Real keys are tried in the lock, the winner being the person with the actual chest key. Make a treasure map and mount it on the wall. The display shows the progress toward campaign goal with a pirate ship crossing an ocean, in search of desert islands, with an "X" to mark the spot (goal).

### **Potpourri Luncheon**

Participating employees bring a hot-dish, appetizer, salad, side, dessert, etc. to be shared. Paper products are also needed for this event. There is no sign-up for this event. Items brought in are completely random. Employees pay \$5 to fill their plate and sample everything in the room. If your company has their own cookbook, the theme could be A Potpourri of Company Recipes. Participants must make a dish out of the employee cookbook.

### **Pumpkin Decorating Contest**

Employees form teams and create their own unique design using pumpkins. The pumpkins are displayed in the company cafeteria and employees vote for their favorite pumpkin by placing money in that team's container. The winning team is awarded a prize pack containing gift certificates and other goodies.

### **Put Yourself in Their Shoes**

Encourage the wearing of crazy/funky shoes the week of the campaign. Hold a campaign kick-off lunch with foot-long hot dogs, Shoestring taters, Corn chips, SOFT SHOE drinks and SOLE music (Blue Suede Shoes, These Boots Were Made for Walking). To start the campaign and to get across the meaning of the theme, host guest speakers from United Way funded agencies, or have guest speakers from within the company, speakers relate their experiences with United Way and personally ask people to put yourself in my shoes. Keep track of fundraising progress with a poster board designed with a track and moveable (Velcro, magnetic board, etc.) racing shoes that come closer to the finish as the campaign evolves. Hand out thank you notes at the end of the campaign, tied with shoelaces.

### **Reach for the Goal**

Tie together the title with an Olympic theme. The company wins the gold medal when the campaign goal is reached. Create a poster with a bronze, silver and gold medal goal. The Opening Ceremonies are the kick-off to the campaign, explaining the goal and theme. Symbolic passing of the torch from last year's campaign chair to the new chairperson. Hold a mini-Olympics with employees forming teams of three or more. Events include hula-hoop relay, tricycle race, basketball dribble, tug-of-war, 100-yard dash. Charge an entry fee for teams, offering prizes for the winning team along with souvenir gold medals. Conclude the Olympic campaign with an awards ceremony, awarding Olympic winners as well as all employees for their campaign efforts.

### **Root Beer Float Sales**

Seek donations or purchase root beer and vanilla ice cream. Other items needed include straws, spoons, cups, and ice cream scoopers. Have committee schedule work shifts. This popular event works well during lunch and breaks in the summertime. Remember a freezer will be needed to store the ice cream if the event is held all day.

### **Shave the Boss's Head**

Employees attempt to reach company goal. If they succeed or exceed the goal, boss agrees to shave off his or her hair (heads of hair or mustaches and beards for men). Create a chart to keep track of set company campaign goal. Have a photo image or drawing of boss without hair at the top, displaying result of reaching goal, or show progress posters with the slow removal of hair, as the employees get closer to the goal. Employees who make contributions are given the opportunity to vote on whether or not the CEO will have to shave. Host a celebration party with the boss shaving his or her head/mustache/beard at the event.

### **Snack & Dessert Cart**

A new twist on the traditional bake sale - employees donate items that are placed on several carts that travel around the building in the morning and afternoon and offer treats at a minimal cost.

## Game Ideas

**Create your own company version of a popular game show! You could be the host!!!**

### **Jeopardy**

Have 5 - 10 answers about United Way, the agencies, etc., on a board. Make up play cards/answer sheets and have the employees write down the questions & drop them in the box.

### **Wheel of Fortune**

Have several puzzles related to United Way, such as the campaign chair, agencies, theme for that year, etc., (give them vowels for free) and have employees write down their guesses & drop them in the box.

### **Family Feud**

Using a statement from the campaign materials like: United Way agencies that support Older People. Have the employees list the agencies on a sheet (assign equal points to them).

### **Let's Make A Deal**

Go around the office and ask random United Way-related questions to employees. If they get the answer right, give them a prize on the spot. (Works well if you can get the President to go along with you to hand out the prize.)

### **Who Wants To Be A Millionaire**

From the list of donors, draw out names randomly to be the contestants. Ask them to name three United Way agencies that help kids (or elderly, families, etc.) Whoever writes them down the fastest and raises the paper in the air gets to play first. Using the United Way brochure or website, put together some questions about United Way and the agencies for the contestant. (Call the United Way office for help if you need.) Use play money for prizes.

## Other Ideas

### **In Bad taste**

Executive team members wear their ugliest ties, jewelry, shoes or hats. Employees vote for the ugliest item, paying \$1 per vote. The executive with the most votes at day's end is declared the winner and may be awarded a prize.

### **Look-A-Like Contest**

Employees are encouraged to dress up like famous personalities. Co-workers then pay to vote on the best costume with the contestant receiving the most votes winning a prize. Spaghetti Dinner - Host spaghetti buffet and charge for each plat.

### **Department Penny Jar**

Each department is designated a jar. Employees are encouraged to fill their own department's jar with pennies, each equaling one point. Opposing departments may then add other coins to their jars that are equal to their value only negative (ex: A dime is minus 10 points). The department with the most positive points at the end of the week is awarded a prize.

### **Tug-of-War**

Have an interdepartmental competition. Each team pays a fee for entry with the winning team winning a prize.

### **International Lunch**

Have employees bring ethnic dishes for a potluck. Charge \$5 per plate.

### **Kiss the Pig**

Employees vote through contributions to executive labeled piggy banks for the boss who must kiss the pig.

### **Traveling Trophy**

Companies with multiple locations have found that using a traveling trophy generates friendly competition and is a great sign of pride for the location. Trophies may be used for any number of contests including location with the highest participation, raising the most special event dollars, etc.

### **Silent Auction**

Simply gather items and create bid sheets, being certain to provide a minimum bid for each item.

### **Dress-up the Boss**

Boss wears a costume voted on by all employees if the campaign goal is reached. Examples: tutu, animal costume, devil costume, etc.

### **Guess How Many**

Guess the number of jellybeans, M&Ms, pennies or other items in a jar. Buy chances to guess. Closest guess receives a prize.

### **Golf Ball Sales**

Collect old golf balls to clean and shine. Employees purchase golf balls (5 for \$1.00) during lunch or breaks.

### **Recycled Goods**

Turn in recycled paper, cans, bottles, etc. and exchange them for money for the United Way.

### **Theme Lunches**

Add fun to campaign week by hosting a theme lunch such as 50s, 60s, 70s, or 80s, holiday themes, TV shows, sports, Renaissance, etc.

### **Bakery Cart**

Wheel a cart of bagels, doughnuts, Danishes, coffee and juice through the office, collecting United Way donations in exchange for the goodies.

### **Boss Cooks for You**

Have a special breakfast at which top managers cook for all donors.

Wall of Fame - Put pictures on a wall recognizing employees who have been contributing for the most consecutive years.

### **Buck Coupons**

Give everyone who attends campaign meetings a buck coupon that can be redeemed in the company cafeteria or company store.

### **Just Desserts**

Campaign committee furnishes the main dish but sells desserts for \$2.00 more with proceeds going to United Way.

### **Best Photo Contest**

Employees submit photographs taken at campaign and celebration events. Photos are displayed on a bulletin board and judged by committee, with the best photo receiving prizes such as a new camera, free film developing, photo album, camera carrying case and film.

### **Easter Egg Raffle**

Fill plastic Easter eggs with raffle numbers. People buy eggs or “chances” for springtime prizes such as Easter lilies and gift baskets.

### **Food Fight**

Divide into two or more teams and elect captains. Team members collect money and turn in to captain. Team raising the most money is awarded a pizza/sub party, which they may verbally throw into their competitor’s faces.

### **Garage Sale**

Find a volunteer willing to loan garage space or use work site after hours. Two or three weeks before the sale, employees bring in sale items which volunteers price and sell day of event. Advertise within the company and outer community.

### **Tourney Time**

Hold a broomball, softball, tee-ball, kickball, racquetball, tennis, volleyball or ping-pong tournament.

### **Karaoke Contest**

Hold a contest to determine who has the best and worst karaoke talent. Coworkers may buy votes ahead of time to elect the “Star of the Show” who will sing the first song. Charge an entrance fee for the show.



### **Jail And Bail**

Hold in correlation with an employee picnic or carnival. Have a “Catch and Cuff ‘Em” Jail booth where employees pay to have co-workers, supervisors, managers or executives incarcerated for short periods during the event.

### **Team Tees**

Design a T-shirt with your company logo joined with the United Way logo to give to contributing employees who “team up” in the United Way effort.

### **Slogan Contest**

Employees develop in-house campaign slogans/themes. The committee picks the top ten, which are then voted on by the entire company, the winner receiving an award.

### **Wild West**

Employees dress in cowboy/cowgirl attire. Works well with a BBQ or chili cook-off.