

## **How can IRSF be of support while planning an event?**

### **The staff at IRSF is capable of taking care of all mailings for your event.**

- IRSF can take care of everything from your save the dates to invitations as well as acknowledgments and thank you's post event!
- If you have a personal mailing list in Excel format that you'd like us to send materials to, IRSF can do that as well!
- An email blast can be sent on your behalf to all families and friends of yours as well as IRSF's in your area!

### **You decide what you want printed and IRSF will take care of it for you!**

- Strollathons - IRSF will take care of all collection brochures, posters, t-shirts, captain folders, partner kits and fliers.
- Galas/Golf Events - IRSF will create the most eye-catching and cost-effective invitations, save the dates, program journals and direct mail pieces.
- Other Events - Whatever the event, IRSF will take care of printing anything that will help your event to succeed!

### **A budget and timeline will be created for you and IRSF will assist you with staying on target.**

- Expenses vs. Revenue – IRSF has a manual for each category of event and in that manual you will find an easy to use form that will help you set a budget. A staff member will be available to assist with all budget details.
- Deadlines and Timelines - At the start of your planning process our Special Events Manager will help you create a timeline for your event which includes deadlines for various things as well as help you remain on track.
- Planning Timeline – IRSF suggests a minimum of 6 months to plan and coordinate a Strollathon, Gala or Golf event. If your event does not fall under one of these categories, an IRSF staff member will help you decide your timeline.

### **Want to advertise your event? IRSF can help!**

- Your event will be included on the events calendar and events list on website.
- Your timeline, which includes the “when, where and what,” will assist IRSF with being able to best advertise your event.

### **IRSF representation is sometimes possible at your event.**

- If budget allows, an IRSF staff member will be able to attend your event. Having an extra set of hands can be helpful with the “day of details.”
- Regional Representatives can also be of assistance with the planning and executing of your event—be sure to reach out to your Rep!

**Your donations and acknowledgements will be tracked by IRSF.**

- All donations are tracked by who they are “in honor of,” meaning which “Rett Angel.”
- You will be able to contact the IRSF office at anytime to request the total raised by your event.
- Each donor that provides a valid mailing address will receive an acknowledgment letter or postcard, depending on amount donated, from IRSF. This acknowledgement is suitable for tax purposes.