



## How to Host a Casino Night

Putting together a casino night can be very fun and successful, but keep in mind that it will require a lot of work and organization. These events often include live entertainment, a catered dinner, live and silent auctions, sponsorships, ticket sales, tax-deductible donations, and plenty of other details that require advanced planning. However, there are ways to make it happen on a smaller scale! (Be sure to find out laws and regulations in your state about hosting an event like this)

### Getting Started:

You need a hardworking and motivated crew of volunteers to form a planning committee. Have everyone call or visit their personal and business contacts to ask for donated products or services. Seek out things with a true “wow” factor to generate a strong buzz of excitement around your auction items.

For the game tables, contact party supply and equipment rental companies. Many companies supply this equipment and may even supply staff to run the games, deal the cards, etc. Make sure you have any necessary permits ahead of time as some places have special restrictions on gambling-related activities, even when they are for charity.

### Raising Funds:

A casino night fundraiser offers several ways for donations including silent and live auctions, raffles, poker tournaments, sponsorships opportunities, ticket sales, and even a cash bar. Set your ticket prices to cover all your expenses. Include a certain amount of gambling tokens with each ticket to get your guests playing. Be prepared to sell a lot more during the event. If you have great prizes, your guests will keep gambling! At the end of your event, cash out all chips for tickets, and have your guests place their tickets in buckets for the items they want to win. Draw each prize and announce the winners!

**Publicity:** Ask local radio stations to publicize your event, send out mass emails, and hang posters everywhere!

**Contact the IRSF office for Rett syndrome related materials to display at your event, such as brochures and an IRSF banner.**

**Please note:** There are many complex and changing regulations around the distribution of charitable tax receipts. This includes donations of money, in-kind items, and services. Issuing an inappropriate charitable tax receipt can put our charitable tax status in jeopardy so **please do not promise any kind of receipt to anyone.**

IRSF will be responsible for the distribution of charitable receipts in the appropriate circumstances. Just for your information - we can issue tax receipts for donations only if we have the full name and address for each donor and if the donation is made **directly** to our organization.