



**SCHANKS  
SPORTS  
GRILL**

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# **Fundraising Package**

Putting the Fun back in Fundraisers

For teams, amateur sports teams & clubs, community associations, charities, non-profit organizations & more!

Enquire about hosting your fundraiser at Schanks today, we look forward to hosting you!

Schanks Sports Grill  
hello@schanks.com  
403-253-7300  
9627 MacLeod Trail South  
Calgary, Alberta

# Fundraiser Package

Schanks offers the unique opportunity to host successful fundraisers in our world-class facility for your Amateur Sports Teams, Clubs, Community, Charity Organization and more! Your team will be able to raise money in several ways while your guests have an amazing evening out packaged of exciting entertainment. *Please note that Fundraisers are 'Adult Only' on Friday & Saturday evenings - if you are looking to have minors attend or help run the event please book your fundraiser Sunday - Thursday.*

## How Schanks helps you raise funds

- We assist in planning the details for a fantastic fundraising event.
- We have professional Ticketmaster tickets printed for your group to sell. Minimum ticket price is \$15; you keep \$10 per ticket sold and the other \$5 covers facility/service fee.
- Schanks provides a reserved area for the evening, a welcome table and silent auction tables. We also provide superior serving staff for all of your guests food and beverage needs.
- Schanks helps your group generate big dollars as you utilize our awesome activities (based on availability) such as virtual golf, pool and mini golf. That's right... your guests pay you to play our games and you keep all the cash!

## Your group takes care of the following:

- Choose a name, date and time for the fundraiser. We recommend planning at least 4 weeks ahead.
- Sell! Sell! Sell! Sell tickets for the event - the more funds you will raise! Any unsold tickets need to be returned to Schanks on the day of the event. If you run out of tickets, don't worry - we can always print you more!
- Provide volunteers & prizes for winners of the activities you choose to use.
- Organize, set up and run your silent auction.
- Meet, greet & collect tickets from your guests arriving at the Fundraiser
- Have fun!

# Fundraiser Details

## A brief overview

### **First you get all the info**

Meet with a Schanks manager to review our package and explain all the details about tickets, activities and great ideas to raise funds. We are here to answer questions and help plan out all the details.

### **Plan all your Fundraiser details**

Pick a name, date and time for your fundraiser along with activities you want to do to make some money!

### **Get your tickets and sell, sell & sell some more!**

We print custom Ticketmaster tickets for your fundraiser. Your group sells the tickets to friends, family, co-workers and so on, more sold = more money!

### **Gather your prizing, silent auction items & apply for 50/50 license**

If you have chosen to use some of Schanks activities to raise extra money during your event it is great to have some prizes for the winners and encourage more guests to participate. Reach out to local businesses for donation items for the silent auction. Apply for event 50/50 license through AGLC website.

### **Pick your volunteers for activities & games**

Your group hosts all the activities that you choose to do during your fundraiser. A well organized and friendly crew means more money for you!

### **Have fun & make some money!**

You and your team come to Schanks the night of the fundraiser to have fun and raise some money. All you have to do is return all your unsold tickets, host the activities you choose and count all the money you make! It's really that easy!



## Fundraiser Games & Activities

These events are designed to help your group raise funds, while ensuring your guests have some fun while being here! Below are activity and prize suggestions based on our expertise.

### **Mini Golf**

Competitors play 3 holes of mini golf for the best score. Best male & female win a prize or the most hole-in-1's!

### **3-Ball Pool Competition**

Competitors try to sink 3 pool balls in the least amount of shots. Maximum 8 shots allowed. The break counts as the first shot, then continue to count until all 3 balls are sunk or the max of 8 has been reached. Lowest number of shots for male & female win a prize.

### **Closest to the Pin or Longest Drive**

Competitors have 2 - 3 chances to get the longest drive or a closest to the pin (60 yards) on the golf simulator. Volunteer records each person's name and score - best male & female scores win a prize - golf balls are great prizes!

### **50/50 Draw & Raffle Contests**

During a pre-determined period of time (approximately 1 hour), volunteers sell 50/50 tickets to not only your fundraiser guests but to **all** of the customers in Schanks. A Schanks manager will announce over the PA system that tickets are for sale and the cause of the Fundraiser. At the end of the allowed time, the winning ticket is drawn and the money raised is split 50/50!

**Please note that you must produce a lottery/gaming license to Schanks prior to or on the date of your event to hold any draw, raffle or contest where money is exchanged in a chance to win a prize.** You must first go to [www.aglc.ab.ca](http://www.aglc.ab.ca) and print a raffle license under \$10,000 form, fill it out and fax/email it to AGLC. You will then take this approved form to any registry office. *Please note that AGLC has eligibility requirements that are governed by them, and it is solely AGLC that determines the eligibility of a group. Example, adult sports teams do not qualify under AGLC guidelines however minor sports teams do.*

### **Silent Auction**

Your group rounds up items that are displayed on specific tables along with bid sheets. Guests place their bids on the bid sheets throughout the evening. Your group keeps all the cash from this activity. *More info on silent auctions including tips & hints can be found further in this package.*

### **Other Ideas**

Be creative with fundraising ideas... run a few by us so we can help! Try a jellybean in a jar guessing contest at \$2 a guess, a pull a string for \$5 and have a prize on the end of every string or a sports/music trivia contest. *All ideas must comply with AGLC Gaming laws and if you are unsure of any idea, please ensure that you have Schanks / AGLC approve prior to your fundraising event.*

Please note that outside alcohol is **not** permitted inside of Schanks. If you have any silent auction items or prizes that contain alcohol we suggest taking a photo of the item and leaving it outside in a vehicle to be picked up afterwards.

## Information about your Fundraiser Activities

### Prizes you'll need for your Fundraiser Games & Activities

**Mini Golf** - best male & female prize

**3-Ball Pool** - best male & female prize

**Closest to the Pin or Longest Drive** - best male & female (golf related prizes are great!)

**50/50 Draw** - the prize for this event is half of the money raised from 50/50 ticket sales

**Silent Auction** - gather as many items as you can valued from \$1-\$1000. *No AGLC license is required for running a silent auction*

### Types of prizes to get

Gift certificates, tickets, passes, coupons, hats, jackets, t-shirts, wine racks, pictures, golf balls, local items... the list goes on and on!

### Where to go for prizes

Local Shops

Sport Complexes / Fitness Centers

Travel Agents

Local Breweries

Clothing Stores

Ski Resorts

Radio Stations

Restaurants / Pubs

Liquor Stores

Hotels

Golf Courses

Sporting Goods Stores

Calgary Stampeders, Flames, Hitmen, Roughnecks

Adventure Groups or Activities - Paintball, Laser Tag, Horseback Riding, Dog Sledding,

Calaway Park, Winsport, Museums etc.

### Fundraiser Games & Activity Pricing

Your group pre-determines pricing for each event. We suggest \$2-\$5 per event or a combo pack of 3 games for \$5-\$10. Just remember, keep prices reasonable - the more people play the more money you will raise!

Mini Golf, 3-Ball Pool, Closest to the Pin or Longest Drive - \$2-\$5 per play

50/50 Draw - \$2 or \$3 per ticket or 3 tickets for \$5

Silent Auction - no charge for this event, the only cost to the customer is if they have the highest bid on an item.

### Volunteers

We suggest having your volunteers arrive at Schanks at least half an hour prior to the Fundraiser start time so a Schanks manager can run through the overview of the events and Fundraiser as a whole. This will allow for a smoother event. A recommended 5-10 volunteers are required depending on the amount of activities you choose to run for the event.

# What you need for your Fundraiser

## **What you need to bring or buy for your Fundraiser:**

- 1 main volunteer to organize all of the other volunteers & events
- 1-2 volunteers for each fundraiser game (mini golf, 3-ball, longest drive/closest to the pin)
- 2 volunteers for welcome / payment table
- 2-4 volunteers for raffle or 50/50 ticket sales
- 2-4 volunteers to coordinate silent auction tables (the more items and tables the more volunteers you will want)
- 50/50 tickets - "double rolls" are needed: 1 ticket for you & the other for the buyer (tickets can be bought at a Dollarstore, Walmart, Staples etc.)
- Containers or aprons for welcome table and 50/50 ticket sales
- Prizes for activity winners
- Silent Auction bid sheets & pencils/pens for bidding

## **What Schanks will provide for your Fundraiser:**

- Professional Ticketmaster Fundraiser tickets for your group to sell
- A reserved section for the event
- Great servers to provide food and beverage service to your guests
- Welcome table and Silent Auction tables
- Fundraiser gaming tickets (mini golf, 3-ball, longest drive/closest to the pin)
- PA System for announcements throughout the event
- Expert support and tips throughout the entire planning process

## **Tips for planning a successful Fundraiser:**

- Create letters of intent/donation request letter for your volunteers to present when requesting prizing from retailers & suppliers. Ensure to follow up with a phone call or email to thank your donors.
- Make each organizer/volunteer responsible for finding at least 1 item for the silent auction or prizing. Start rounding up prizes as soon as possible. The more you collect the more money you will raise!
- Plan a meeting or phone call with a Schanks manager 2-4 days prior to the event to go over the final event details and timelines.
- Write down the name & number of who takes tickets to sell and how many tickets they have. This helps with tracking the number sold and with knowing how many guests are attending.
- Your welcome table should also be your cash/payment table. All money that comes in or goes out should be through this table run by 2 trusted volunteers.
- Select one person to be your designated MC for the evening. This helps keep the evening organized, uniform and avoids over-use of the PA system.

## Tips & Strategies for a Great Silent Auction

Items are displayed on silent auction tables along with bid sheets that guests can place their bids on throughout the evening. At the specific closing time of bidding for the item/table the designated MC announces the highest bidder and hands out the items. The winning bidder should take the bid sheet to the welcome/payment table, pay for their item then return the signed 'paid' sheet to claim the item. Volunteers should closely monitor the auction items to prevent loss or prevent theft during this time and keep the bid sheet for tracking purposes, money made, final totals, etc.

Silent Auction Bid Sheets should include: Fundraiser name, item up for bid, approximate value of item, minimum bid required, minimum bid increments (if applicable), closing time, must be present to win disclaimer, space & line for the bid, bidders name and phone number. See example below.

### Bow River Bruins Atom 2 Red Fundraiser

Item up for bid: Sports Bag with Water Bottle

Minimum Bid: \$10

Minimum Bid Increments: \$2

Bid Closing Time: 8:00pm

*(You must be present to claim highest bid on this item, no absentee bids accepted)*

<b>Bid Amount \$</b>	<b>Name</b>	<b>Phone Number</b>

# Planning your Fundraiser Details

## Details of your Fundraiser:

The following information should be reviewed & shared with a Schanks Manager

Organizers Name: \_\_\_\_\_ Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Name of Fundraiser: \_\_\_\_\_

Fundraiser Date: \_\_\_\_\_

Start time of Fundraiser: \_\_\_\_\_ Set up time: \_\_\_\_\_

## Ticket Master Tickets for your Fundraiser:

Date Tickets Ordered: \_\_\_\_\_ Pick-up Date: \_\_\_\_\_

Number of Tickets Ordered: \_\_\_\_\_ Ticket Colour: \_\_\_\_\_

Ticket Price: \_\_\_\_\_ JPEG or PNG Logo: Yes or No

Other Info on Tickets: \_\_\_\_\_

## Timeline to follow to ensure a successful fundraiser;

**5 weeks to go:** Meet with a Schanks manager to organize your Fundraiser details & order your tickets.

**4 weeks to go:** You have the tickets; call a team meeting, plan prizing duties & start selling, selling & selling those tickets!

**3 weeks to go:** Team should be gathering items for the silent auction & games prizing. Sell! Sell! Sell!

**2 weeks to go:** Need help gathering prizing? See our list for hints & ideas you may have overlooked. Keep selling those tickets!

**1 weeks to go:** Volunteers should be named for all activities. Buy 50/50 or raffle tickets, prepare auction bid sheets & get your stationary ready.

**3-4 days to go:** Speak with a Schanks manager to confirm the final number of guests, go through a final fun down of the event, events & time frames. Gather all unsold tickets from volunteers.

**Day of Fundraiser:** Have fun & make money!



## Extra Details

### **Final number of Guest Confirmation:**

You will need to confirm the final number of guests (tickets sold) with a Schanks manager no later than 3 days prior to the event date. Your group pays \$5 per ticket sold for the number of guests you confirm, this cost covers the facility fee including extra staff members and other services Schanks provides such as tables, linens, game maintenance & audio/visual equipment. Any unsold tickets must be returned prior to the start of the event.

### **Day of setup:**

We suggest arriving to set up 2-3 hours prior to the Fundraiser start time depending on the number of volunteers and silent auction items you have. The more items, the more time may be required. Make sure to let a Schanks manager know what time you plan to arrive to set up that day ahead of time so we can ensure the area is ready for you. Unfortunately day before setup is not permitted.

### **Special Requests; Audio/Visual**

Schanks provides all Fundraisers with access to a portable PA system set up directly in the reserved area along with access to the main PA system that goes over the entire venue. Access to TV or Projector screens may also be permitted for slideshows or presentations. Please check with a Schanks manager before hand to arrange for testing.

### **50/50, Raffles & Silent Auction**

50/50 sales & raffle draws are a great way to raise extra money for your event. Please provide Schanks with a copy of your 50/50 or raffle license prior to the start of the Fundraiser. Bonus - if you choose to, you can sell 50/50 & raffle tickets to everyone in Schanks on the evening of your event and not just your fundraiser attendees; a great way to earn some extra money! You can also invite Schanks patrons to check out & bid on your silent auction items. More bids = more profits!