

Third Party Events

1. Brainstorm for event ideas. Examples:

- ____-a-Thons: bowl, walk, run, bike, dance, swim
- Auctions: donated goods, art, handmade products, etc.
- Arts and Crafts Shows
- Birthday Parties or Personal Celebrations
- Car Washes
- Church or Community Neighborhood Donation Drive
- Galas
- Garage & Yard Sales
- Theme Parties
- Ticket Sales, Raffles and Entry Fees
- School Events: raise a certain amount to make your teacher/principal do something unusual
- Sporting Events and Tournaments

2. Set the date and location.

Schedule your event for a day, time and location that provides you with plenty of time to plan and promote it properly. Before confirming the date, check with Hilton Head Prep to make sure it doesn't conflict with another event.

3. Set fundraising goals and a budget. Remember, the lower your costs to produce the event, the higher your contribution will be.

4. Request and submit a Third Party Events Contract to Hilton Head Prep at hbryan@hhprep.org.

Our Annual Fund Director, Hilary Bryan, will contact you to review any issues or concerns and will provide you with guidance and feedback on your proposed plan. Determine legal, insurance, liability, permit and safety issues you may need to address prior to submitting your form.

5. Create a "Day of Event" agenda and checklist.

6. Develop a publicity/promotion plan. Flyers, posters and other promotional materials will help generate awareness and excitement about your event.

7. Have the event! With proper planning, you can have a fun and successful event. Once your event is over, just submit the proceeds to Hilton Head Prep and start planning your next event. (Oh, and don't forget to take pictures!)

Rules & Guidelines

The third-party event hosts are responsible for all aspects of the event, including organizing, funding, planning, promoting, managing and staffing. Hilton Head Prep is unable to provide assistance with any of these aspects. (For instance, we cannot pay for any event-related costs, provide mailing lists, send e-mail blasts or direct mail promoting the event, ensure attendance, etc.) Requests for Hilton Head Prep staff and volunteers to attend your event are handled on a case-by case basis, but cannot be guaranteed.

Upon approval, you may, in most instances, use the Hilton Head Prep name and logo. Hilton Head Prep must pre-approve all flyers, press releases, publications and any other event promotional materials. All materials must clearly indicate that the event is not sponsored by Hilton Head Prep. It is important that the school's name and logo be used correctly and spelled properly. Always refer to the school as Hilton Head Preparatory School (not simply Prep).

Learn More

To learn how your group or business can plan a fundraiser to help our Hilton Head Prep students and our school e-mail hbryan@hhprep.org