United Community Ministries

Hosting an Event for UCM

Thank you for considering hosting an event for UCM.
We need and appreciate community involvement at UCM.
Your event will help us raise needed funds for helping people in need in our community.

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Hosting an event for UCM can be fun and easy! Here are a few tips.

1. Decide what kind of event you would like to host. Here are some ideas:
   a. A walk (you don't have to walk far!)
   b. A carwash
   c. A food drive
   d. A virtual event
   e. A party
2. Decide on the date, place and time for your event.
3. Invite your friends, relatives, colleagues, classmates. Here are some ways:
   a. E-vite or email
   b. Printed invitation
   c. Twitter, Facebook, etc.
4. Contact UCM before your event. Here's why:
   a. We can provide you materials about UCM.
   b. We can publicize your event if it is open to the public.
   c. We can be ready to receive what you collected at the event. This is really important if you are holding a food drive.
   d. We can thank you properly after your event.
5. Asking your friends to support UCM. Here's how:
   a. **Ask for a gift of any amount.** Tell your friends about why you support UCM and tell them how we'll use their gift. They can decide the amount to give.
   b. **Ask for a specific dollar amount.** We can help you show how small and large gifts help families at UCM.
   c. **Ask for food.** We always need food for our food pantry. It's easy to say 'bring your favorite cereal' or 'bring your favorite pasta' to my party'
6. Thank your attendees. Here are some ways:
   a. Send a note to each after the event.
   b. Post pictures on your favorite social media site.
   c. Send a notice to your local paper, association newsletter or church bulletin.

It's always a good time to do an event for UCM. In the Fall, we focus on helping prevent and end homelessness. In the Spring, we focus on families helping families.

For more information, contact Christine Lucas, Director of Development and Communications, at 571-255-8985 or christine.lucas@ucmagency.org.