



**CHILDREN'S THERAPY CENTER**

# **Event and Party Resource Kit**

**Virtual and In-Person**





# Thank you for hosting a party benefitting Children's Therapy Center!

Maybe you are already a donor, a volunteer, or a board member. Maybe you've attended our events in the past, and even brought friends and family along.

Maybe, you're ready to host your own event to deepen your impact and amplify our mission! If you're like us, you want your community to understand why you are so excited about what's happening at Children's Therapy Center (CTC) and to become supporters themselves.

**Does this  
sound  
like you?**

If so, then you're ready to host a Children's Therapy Center party! No party-planning expertise is required.

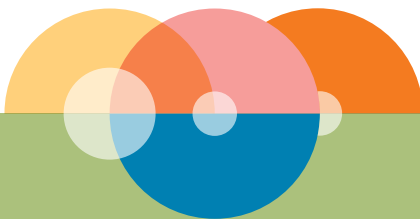


## Children's Therapy Center Party Kit!

Hosting a party or a get-together is a wonderful way to gather people you care about to eat, drink, give, and grow the fabric of support for children with special needs in our region.

You do not need to have a large home or budget to throw a meaningful gathering. Simply invite your friends, family, colleagues, – or anyone in your network to your place of choosing, share a story about why you care about CTC, and offer them easy ways to donate or get involved.

This toolkit is meant to offer tips and ideas for your event, but feel free to create an event to benefit CTC that reflects you!





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**Visit the [Event and Party Resource](#) page on our website to discover more tools, such as:**

- Sample sign-in sheets, invitation text, and a thank you message to use or modify
- Downloadable CTC logos and pictures
- Accessibility signage
- Stories about the kids and families we work with
- Email us to request physical resource packs that include sign-in sheets, flyers, brochures, and more!

# Prep Tips for Your Party

## Where do I start?

Get in touch with us! We would love to know if you plan to host a CTC party so that we can offer support, ideas, and do our best to answer questions along the way. Contact our Community Engagement Team at [communityengagement@ctckids.org](mailto:communityengagement@ctckids.org) to get started.

## What kind of event should I host?

Keep it simple. Choose the right type of event for you and your guests. Your event does not need to be a fundraiser. It can focus on raising awareness about CTC and the services we offer with the goal of raising friends of CTC rather than funds for CTC.

We suggest parties that are not overly complicated and that are accessible for everyone in your group. If gathering in-person is not possible for your group, consider hosting a virtual gathering.

## Event/Party/Gathering Ideas

- Birthday party requesting donations to CTC in lieu of gifts
- Gather a small group for a walk, hike, or other outdoor experience (we hear roller skating is trendy again)
- Potluck or picnic at a local park
- Dinner Party or Wine Tasting at your home, apartment, other common area
- Game Night (for virtual events, consider games like [Bingo](#), Trivia, and [Pictionary](#))
- Movie Night
- Baked Good Exchange
- Cooking Party (for virtual events, consider a simple recipe that each household can make together while gathering online)



For virtual events, try combining something like a wine tasting with a party game. Choose something that you and your guests will enjoy doing together. The goal is fun and not stress!





If your event is a fundraiser, consider choosing a suggested donation amount or a fundraising goal. No gift is too small to be meaningful to the work we do at CTC. If you would like your party to be a fundraiser, ***selecting and communicating a goal*** and/or a suggested donation amount are ***key ways*** to

**1) Motivate your guests to give**

**2) Make sure everyone knows that this gathering is focused on raising support for a nonprofit organization. Most people don't like to be surprised with this information!**



### **Make it festive!**

You don't need to spend a lot of time or money to make your event fabulous. Your choices of time, location, food, drinks, a playlist, and some snazzy (maybe handmade?) décor will be a unique reflection of you and the care you have for your community. For virtual events, consider fun Zoom backgrounds, a festive, optional dress code, or mailing themed decorations to your guests ahead of time. We can also email you some photos of CTC therapists and kids in action to help paint the picture of our work!!

Looking for some party favors? We can provide CTC-branded items for you and your guests to cherish and flaunt!



### **Make it accessible and safe!**

Accessibility is at the heart of CTC's mission, and planning an accessible party is key to ensuring everyone can enjoy themselves and participate fully. Ask for accessibility requests directly. Being prepared can help you be ready to receive those last-minute plus ones.

Check out the following articles on tips for considering disability access and more while planning your event. Printable accessibility signage can be found on our [Event and Party Resource web page](#).

[How to Make Your Events More Accessible and Inclusive](#)





### **Create your invite list and send invitations.**

Email is a great way to invite guests to your party! Want to get fancy? Try creating a private Facebook event or using an evite service like Paperless Post. Invites sent by postal mail, delivered over text or phone, or communicated in-person are always options. Whatever you choose, make sure your guests know how and when to RSVP. Don't hesitate to send out a reminder. And don't be afraid to invite more people than your ideal number of guests, it's safe to assume that not everyone will be able to attend your event!

## **During Your Party**

### **Ask your guests to sign in when they arrive.**

You can use the sign-in form we've provided on our [Event and Party Resource web page](#), or create your own. We want to be sure your guests get connected directly with CTC via email and/or mail after the event and so that we can thank them for their support and provide any donors with a gift receipt.

### **Share CTC's story, and your CTC story.**

An important part of your event is sharing with your guests your connection to CTC and the early support and pediatric therapy CTC provides for kids with special needs. You don't need to be an expert in every program CTC offers, simply share what connected you to CTC's work in a meaningful way. Your guests will likely be more interested in why you care about CTC than facts and stats. You can also visit our [Services](#) and [Stories](#) pages to learn more about our support services and hear from families who have worked with us.

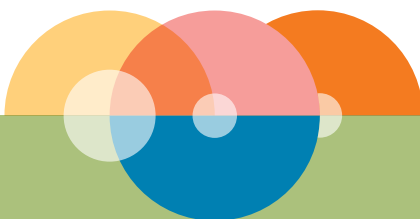
### **CTC's Early Support for Infants and Toddlers (ESIT) Program Videos**

[English version](#)

[Spanish version](#)

[Vietnamese version](#)

### **Invite your guests to support Children's Therapy Center.**



There are many ways to support CTC! Consider who your guests are and the opportunities that might fit best, then encourage them to take that next step.

**For example, you can invite them to:**

- Attend or participate in an upcoming CTC Event
- [Volunteer](#)
- Follow us on social media (see below for links)
- Make a gift (see FAQs for gift options)
- Connect us with a local business or community organization
- Host their own party!





## After Your Party

Congratulations, you did it! Your guests have gone their separate ways and it's time to exhale. Here are a couple things to do in the days that follow.

### Thank your guests.

No need to text everyone before they get home. A simple thank you by email in the days following the event will go a long way. Express your gratitude and make yourself available to connect your guests to CTC in the days to come.

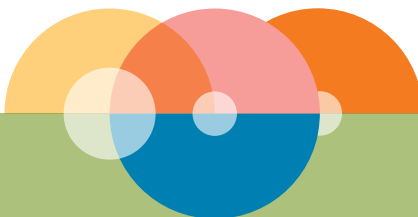
Don't hesitate to update your guests on the fundraising results, but you don't need to include another ask to donate to CTC in this message. Focus on appreciation and the impact their support will have on kids with special needs and their families across south King and Pierce counties. Feel free to include our website ([ctckids.org](http://ctckids.org)) if your guests would like to learn more on their own.

Consider sending a separate email to those you invited but who couldn't attend. Recap the event, share your CTC story, let them know you missed their presence, and tell them about how they can still support CTC.

### Send Children's Therapy Center your materials.

- Email or mail us the event sign-in sheet.
- Mail any checks or donation envelopes to:

Children's Therapy Center  
Attn: Community Engagement  
10811 SE Kent-Kangley Rd  
Kent, WA 98030



## Frequently Asked Questions

### Who can host a party?

Anyone who supports the mission of CTC can host a party! Please note that while we are overjoyed to support you in this process, your event will not have an official affiliation with CTC, nor be funded, held, or planned by CTC. It is truly your event. We are not liable for the safety or logistics of your event.

### How can CTC support my party?

We are delighted you've chosen to throw a party in our honor and look forward to supporting you along the way!

#### CTC Can Provide

- Guidance with ideas, and planning
- CTC logo, messaging, and materials like flyers and donation envelopes (email us to request a physical resource pack, or download digital copies of the materials you need from our website)
- Links to CTC videos and other digital content you can share with your guests
- Follow-up meeting with you to debrief and gain your perspectives on the experience
- CTC may be able to provide:
  - Promotional CTC logo items to share with your guests, as available
  - A staff, board, or volunteer representative to speak to your guests about CTC's impact

#### CTC Cannot Provide:

- Volunteers or staff to help you execute your event
- Financial support or expense reimbursement for your event
- Insurance, permitting, and/or liability coverage
- Tax exemption for event-related expenses (since it is not a CTC event)
- Individual donation receipts for guests, UNLESS individual gifts are made directly to CTC, e.g. through CTC's website or by check made out to Children's Therapy Center
- Technical support or licenses like paid Zoom accounts



## Where should I have my party?

There are lots of options! Hosting at your own residence is popular because there are no venue fees and you have control over the space. But if you can't or don't want to host at home, consider the following ideas:

- Restaurant
- Brewery or other local business
- Community center
- Reservable apartment common area
- A friend or family member's home
- Public park or beach
- Activities that dictate the space: nature walk or hike, cookout, roller rink

**When selecting a space, keep in mind the needs of your guests and be sure to communicate specifics in your invitation.**

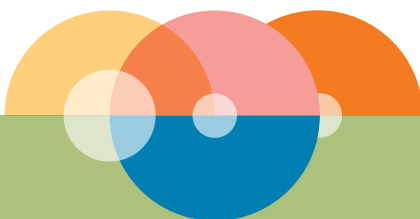
## Do I have to raise money at my party?

There is absolutely no requirement to raise money at your party! "Friend-raisers" are very valuable, and a great way to get your network excited about the work CTC is doing. Plus, there are many non-financial ways your guests can support CTC, such as volunteering, attending an upcoming event, or connecting us with a local business.

## I'm nervous about asking my guests for money. How do I ask my guests to make a gift?

It's normal to feel nervous about asking for donations! It doesn't have to be scary or pressure-filled. When your guests hear why you care, they'll care too. There is no prescribed way to ask, but here are a few pointers:

1. **Make it personal.** Sharing a personal story is much more important (and interesting) than trying to cover all of the work that Children's Therapy Center does or showing impressive graphs and charts.



2. **Ask directly and give instructions.** It's better to be clear about what you are asking than to be indirect and risk confusion. Asking can be as simple as "I'm asking you to join me in making a gift to Children's Therapy Center today. There are donation envelopes on your table. Let's all take a minute to complete one or you can pull out your phones and donate at [ctckids.org/donate](https://ctckids.org/donate)."
3. **Pause: Guests are more likely to follow through with making a gift if you give them a moment to do so right then and there.** Embrace the silence for a minute or so after you make the ask.

### How should my guests and I make our donations?

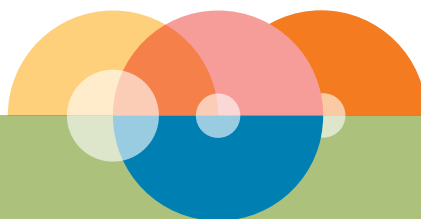
Great question! There are several options, but we suggest picking the method that you think will work best for your guests ahead of time so that you can give directions at your event for anyone who wants to make a gift.

#### Online

Direct your guests to [ctckids.org/donate](https://ctckids.org/donate) to make a secure donation online. If your guests are on a group text or email, you could also text the link to them right after you make your ask. If your event is virtual, drop the link in the chat so it's readily accessible to everyone in attendance. For in-person events, consider having your guests scan the QR code below to access our donation page. Whichever way you direct your guests to our donation page, encourage them to pull out their phones and make their gifts while at the party. Those who couldn't attend your party can still make a gift online!



Open your phone's camera and aim it at this QR code. Click the dropdown that pops up to be directed to our site. Printable flyers containing this QR code are available on our [Event and Party Resources web page](#). Feel free to print some of these to place in convenient locations around the party area.



## Cash

Collect cash donations during your event. After your event, you can make a donation online for the total amount, or drop off donations at our office. Please note that if you go this route, we will not be able to provide tax receipts to individual donors. However, some find collecting cash to be convenient and straight forward.

## Check

We can provide donation envelopes to you ahead of time for you to have available at your party. This way donors can securely enclose checks in the envelopes. To make it easier for your guests, collect these envelopes and mail them to us all together:

Children's Therapy Center  
Attn: Community Engagement  
10811 SE Kent-Kangley Rd  
Kent, WA 98030

Please note that if your guests make their checks out to you so that you can write one check to CTC, we will not be able to provide individual donation receipts to your guests.

## Thank you!

We are SO grateful for your support of Children's Therapy Center and the need to provide quality care to kids with special needs and their families. Our community of care is stronger, wider, and more resilient because of supporters like you.

We are honored that you have chosen to share the work we do with people who are meaningful to you and look forward to welcoming them into the CTC family!

For questions and event support, please contact [communityengagement@ctckids.org](mailto:communityengagement@ctckids.org).

