

# FUN FAIR

## Fundraising Project



*General Information*

## FUN FAIR

This carnival like event is always great fun for all, and has the potential to make some decent profits for your group. Early fall is a good time because it may allow you to have some activities outdoors, if you have the facilities. It also could be part of an all out October fest type of activity, but will work fine any time of year if you can arrange the facilities. Keep in mind that the amount of space available to you, will dictate to some degree, the types of activities you have at your fun fair. Good planning, organization, hard work, and great marketing are the keys to making this project a success. Plan well in advance to allow your group to choose the type of activities, booths and games you will use for the fair. You will also need time to schedule any rented equipment you might need (well in advance), build props and/or booths, and purchase or seek donations of other supplies you will require for the fair. Try to choose activities that will be low cost. Ask people or businesses to donate items that you need. This project is a bit challenging to do for little or no cost, but if you are creative, and don't mind looking for the deals and asking people for help, you should be able to keep it reasonable. Develop a budget for your fair, including projected costs for all the supplies, rentals, food products, etc. that you will need. It is usually difficult to know how many will attend the fun fair, but if you think you have some idea, then you can estimate your income for the event. What do you charge? Well, I will leave that one for you to work out. I think we used to sell tickets for \$0.25 each (you can offer them individually and also in bulk quantities like 10, 25, 50, etc) and the people had to give so many tickets at each booth to do the activity. This makes the money handling easier because you are only dealing with money at one place when they arrive, and then everything else is done with tickets. They can go back to the ticket table at any time to buy more tickets. Use tickets for everything, including the food. Now all you have to do is determine how many tickets to require for each booth or activity, and for the food. Consider the cost of setting up and supplying the activity and try to project what it will take to make a profit based on how many people you estimate might do that activity. Some are more popular than others and therefore could require more tickets. People will keep buying tickets and coming back to things like the basketball toss, balloon dart, or the dunk tank or sponge throw. The idea is to make a profit, but even if you break even, at least everyone had fun and you didn't lose money. It is a worthwhile effort just for the fellowship and fun had by all.

### **Tips:**

Make sure you make arrangements for a place to have the fair well in advance, and make arrangements for a place to build and store props, parts for booths, and other supplies. This does not happen over night.

Secure a good team of hard working fun people well in advance to help make this project a success.

Consider door prizes and don't forget to have prizes for the activities. Spend as little as possible of your budget on this. We sometimes just used lollie pops or other candy products.

Start marketing this event months before the date it is scheduled for. You want to make sure people are able to clear their calendars for this one. Continue to make announcements, hand out and send out flyers, and talk to people personally on a regular basis. Take advantage of this opportunity to invite your community to share this time with your group. Put flyers out in your neighborhood.

## **FUN FAIR - GENERAL NEEDS**

### **Items Needed:**

Location to build and store props and other supplies

Location for Fun Fair to take place

Volunteers to plan and coordinate all aspects of the event

Volunteers to build booths and props, and setup for event

Volunteers to clean up after event

Volunteers to run booths and ticket table during the fair (rotate in shifts so they can enjoy the fair too)

Volunteers for kitchen staff to take care of any food booths you have

Materials and supplies needed for specific activities being done

Materials for sign making (pricing, booth names, etc.)

Door prizes and activity prizes

Kitchen supplies and food & drink products

Tables and chairs for booths, activities, food court, and ticket table

Moneybox and ticket rolls

Clean up supplies

# FUN FAIR - ACTIVITIES

## **Suggested Activities:**

Balloon Darts (balloons tacked to a board – people try to pop balloons with darts)

Basketball Toss (free throw line shots, or whatever!)

Football Toss (through a hanging tire or for distance, or ???)

Sponge Throw/Dunk Tank (rent a tank or make a prop for people to throw sponge at someone's face)

Chocolate Kissing Booth (people enter a “kissing booth” and receive a Hershey's chocolate kiss)

Picture Booth (people pay tickets to have their pictures taken. Polaroid or digital – printed from a p.c.)

DJ Music Booth (people pay tickets to have a musical selection played during the fun fair)

Ring Toss (toss rings over bottles, or ???)

Bowling (plastic toy bowling set, or ???)

Bean Bag Toss (toss through holes in a board, or ???)

Dime Toss (toss dimes into dishes and other glass ware, or ???)

Ping Pong Ball Toss (toss ping pong balls into bowls floating in water, or ???)

Ping Pong (regular ping pong/table tennis)

Ropes Course/Obstacle Course

Hay Ride

Face Painting

Tye Dye Shirts/Heat transfer shirts

Baseball/Softball Throw (throw for distance, or ???)

Archery Shoot

Jelly Bean Jar (guess # of jelly beans in a jar – closest guess wins the jar of jelly beans)

Movie/Cartoon Room

Whatever else you can come up with!

# FUN FAIR - PLANNING FORM

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*(Name of Organization)*

Date of Event: \_\_\_\_\_ Time: \_\_\_\_\_

Location of Event: \_\_\_\_\_

Storage location for props and supplies: \_\_\_\_\_

Setup date and time: \_\_\_\_\_ Take down date and time: \_\_\_\_\_

Volunteers for:

*Building props and booths*

*Setup and take down*

*Food prep and serving*

*Running the activities/booths*

*Cashiers-Ticket booth*

*Cleanup*

Food Court – cooking facilities, menu and supplies (secure facilities and equipment. Choose menu and secure supplies needed)

Activities and supplies (choose activities and determine supplies needed)

Flyers/Announcements (months ahead, and continue weekly)

Rentals? (make arrangements for any rentals needed, well in advance)

Budget notes: \_\_\_\_\_

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Prizes (door prizes and activity prizes)

Pricing for activities (determine how many tickets to charge for each activity)

Signs and banners (determine what signs and banners are needed for the entire event)

Ask individuals or businesses to donate items needed.

# FUN FAIR - VOLUNTEER SIGN UP SHEET

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*(Name of Organization)*

We will need volunteers for the following areas: Planning and coordinating the event, Building props and booths, Setup and take down, Food preparation, Running activities and other booths, Cashiers, and Cleanup. Please indicate any specific areas you would like to help with. Thank you for your willingness to help with this event.

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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# FUN FAIR - VOLUNTEER ASSIGNMENTS

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*(Name of Organization)*

Name: \_\_\_\_\_ Duties: \_\_\_\_\_

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Name: \_\_\_\_\_ Duties: \_\_\_\_\_

Name: \_\_\_\_\_ Duties: \_\_\_\_\_

Event Coordinator: \_\_\_\_\_ Phone: \_\_\_\_\_

# FUN FAIR - SUPPLIES NEEDED

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*(Name of Organization)*

Activity: \_\_\_\_\_

Supplies: \_\_\_\_\_

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\_\_\_\_\_

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Activity: \_\_\_\_\_

Supplies: \_\_\_\_\_

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Activity: \_\_\_\_\_

Supplies: \_\_\_\_\_

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# FUN FAIR - FOOD COURT SUPPLIES

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*(Name of Organization)*

Food Item: \_\_\_\_\_

Supplies: \_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

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Food Item: \_\_\_\_\_

Supplies: \_\_\_\_\_

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Food Item: \_\_\_\_\_

Supplies: \_\_\_\_\_

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# FUN FAIR - PRIZES

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*(Name of Organization)*

Door Prizes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Activity: \_\_\_\_\_

Prizes: \_\_\_\_\_

\_\_\_\_\_

Activity: \_\_\_\_\_

Prizes: \_\_\_\_\_

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Activity: \_\_\_\_\_

Prizes: \_\_\_\_\_

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Activity: \_\_\_\_\_

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Activity: \_\_\_\_\_

Prizes: \_\_\_\_\_

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Activity: \_\_\_\_\_

Prizes: \_\_\_\_\_

\_\_\_\_\_



# FUN FAIR - BUDGET

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(Name of Organization)

Date of Event: \_\_\_\_\_

Rental for event facilities – Location: \$ \_\_\_\_\_.

Rental for cooking facilities: \$ \_\_\_\_\_.

Rental for activities: \$ \_\_\_\_\_.

Prop and booth construction: \$ \_\_\_\_\_.

Activity supplies: \$ \_\_\_\_\_.

Food Court supplies: \$ \_\_\_\_\_.

Misc. supplies: (sign materials, marketing materials, ticket roles, etc.) \$ \_\_\_\_\_.

Total funds allocated for this event; \$ \_\_\_\_\_.

Total estimated event cost: \$ \_\_\_\_\_.

Surplus: \$ \_\_\_\_\_ / Deficit: \$ \_\_\_\_\_.

Estimated total event income: \$ \_\_\_\_\_.

Estimated total event profit: \$ \_\_\_\_\_.

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## FINAL BUDGET REPORT

Actual total event cost: \$ \_\_\_\_\_.

Actual total event income: \$ \_\_\_\_\_.

Total event profit: \$ \_\_\_\_\_ / Deficit: \$ \_\_\_\_\_.