

# FUND RAISING IDEAS

A SERVICE OF THE ESA PHILANTHROPIC DEPARTMENT  
ESA HEADQUARTERS – Drake Office Center  
333 West Drake Road, Fort Collins, CO 80526 (303) 223-2824  
AN ESA CARD PARTY OR TOURNAMENT

Sponsoring a Card Party or Tournament is a good way to meet new people and raise funds. You set up the arrangements, sell tickets, and everyone has a good time.

Your Tournament can be held in one evening or several sessions. Several types of games can be played or just one. Some choices are: Pinochle, Canasta, Bridge, Euchre, Cribbage, Gin Rummy or Poker.

Specific rules and arrangements will vary according to game(s) to be played, the number of participants, and the location.

## STEPS TO SUCCESS

1. Meet with interested volunteers. Determine type of Tournament and set date(s), hours, and price of tickets or registration. If you decide on a Tournament longer than one evening, consider one night a week for three weeks from 7 p.m. to 10:30 p.m. Price of tickets will vary according to expenses (location rent, refreshments, etc.), and number of playing sessions involved. Contact local clubs for guidance and assistance.
2. Appoint General Chairman. Responsible for coordinating all efforts. Serves as referee/judge during Tournament--must be well versed in the rules of the game(s) to be played. Responsible for explaining to players the methods of scoring and general rules. Determines winners and awards prizes.
3. Appoint the following committees:
  - (a) Ticket Sales/Registration--Contact local card clubs and other community organizations and invite their participation. Pre-register all contestants. Prior to event, assign numbers to each participant, issue score cards and name tags.
  - (b) Logistics--Responsible for all physical arrangements. Arrange for location; consider: rented hall, private club, large meeting room, or private home. Arrange for tables, chairs, cards score cards, pencils, pads, etc. Requirements will vary.
  - (c) Prizes--Arrange for donated merchandise to be given as prizes. Responsible for any raffle items or door prizes, if elected.

Prizes, raffle items and door prizes should be prominently displayed and publicized.

(d) Refreshments--A buffet or "pot luck" supper (to which food has been donated) can be offered at a standard price. Complimentary refreshments (coffee, soft drinks and doughnuts) can be available at the conclusion of each session.

(e) Treasurer--Working with Ticket Sales/Registration Chairman, assist with registration of all contestants. Funds received must be properly recorded, deposited and approved bills paid.

(f) Promotion--Contact local newspapers, television and radio stations to inform community of event. Prepare releases for special interest publications in your community. Utilize flyers and posters. Arrange for media coverage when prizes are awarded and results announced.

NOTE: Information on how to organize card parties and tournaments is available free (mention game to be played) by writing:

The United States Playing Card Company  
Cincinnati, OH 45212