

Third Party Events Guidelines & Toolkit



Why Choose The Mark Preece Family House?

Our mission is simple yet urgent: to provide safe, compassionate, and affordable accommodations for families with loved ones receiving medical care at Hamilton hospitals.

As we receive no government funding, support from community-led initiatives like yours plays a critical role in keeping our doors open and ensuring families can stay close when it matters most.



Hosting a **Third-Party Event** is a fun and meaningful way to support our mission.

Whether it's a golf tournament, lemonade stand, gala, concert, or something completely unique, you can turn your passions into an opportunity to make a real difference.

You have the flexibility to fundraise on your own time and in your own way—creating an event that reflects your interests while engaging your community. By hosting an event in support of The Mark Preece Family House, you are helping families stay close to each other during some of their most difficult moments.

Please review our [Third-Party Events Guidelines & Toolkit](#) before submitting your event proposal form.

OUR 2025 IMPACT



702

TOTAL FAMILIES SERVED



6,008

TOTAL NIGHTS
STAYED BY FAMILIES



2 HOURS

30% OF FAMILIES LIVE
OVER 2 HOURS AWAY

Get Started: Six Steps to Planning A Successful Third Party Fundraising Event



- ① **Brainstorm:** Think of an event concept.
- ② **Action Plan:** Develop an Action Plan which includes the date, time, and venue. Be sure to note any requirements (licensing, permits, insurance, etc.).
- ③ **Budget:** Develop a budget and set an achievable fundraising goal. Aim to keep expenses below 20% of total revenue to maximize your impact.
- ④ **Submit Your Proposal Form:** [Download](#) and complete our Third Party Events Proposal Form, then submit it to development@markpreecehouse.ca.
- ⑤ **Promote:** Once your proposal has been approved and your event details are confirmed, begin promoting your event. We are happy to share this information on our social media platforms and events calendar.
- ⑥ **Post-Event Wrap Up:** Thank and acknowledge those who attended, volunteered, and supported your event. Pay all outstanding invoices. Deliver proceeds to The Mark Preece Family House and celebrate funds raised!



How We Can Help With Your Event

We can provide:

- Guidance and support as you plan your event.
- Our logo and a letter of support to validate your event and our organization.
- Promotion of your event through our social media channels.
- Efforts to have a representative attend your event, where possible.
- Issue charitable tax receipts for eligible donations, in accordance with CRA guidelines and upon approval.
 - **Please Note:** Tax receipts are issued for donations of \$20 or more and require the donor's full name and address. Tax receipts cannot be issued for sponsorships.

We cannot provide:

- Our mailing lists of corporate partners, donors, sponsors or volunteers.
- Funding or reimbursement for event expenses.

If you have any questions about our Third-Party Events Guidelines & Toolkit, or would like to discuss your ideas before submitting your Event Proposal Form, please contact development@markpreecehouse.ca.