

# OTTAWA MISSION COMMUNITY EVENTS

## SUPPORTING DOCUMENTS

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The Ottawa Mission has many tools and documents that can help make your event run smoothly. Please contact Events Officer Jenn Graves at [jgraves@ottawamission.com](mailto:jgraves@ottawamission.com) to request any of these supporting documents:

- Online fundraising tool instructions
- Auction and raffle tracking templates
- Auction item solicitation package
- Budget tracking template for gala or golf
- Directions for silent auction
- Event Day organization chart template for dinner
- Event Day outline example
- Event script for gala
- Golf tournament ideas
- Guide to post event evaluation
- Live auction bidding table card example
- Live auction purchase sheets template
- Meeting agenda template
- Purchase order form
- Raffle items display board
- Raffle ticket template
- Silent auction bid sheet template
- Silent auction collateral display example
- Sponsorship invoice template
- Sponsorship package template
- Sponsorship thank you letter
- Table number example

**We look forward to working with you on your event!**  
**Thank you for joining our Mission Possible.**