

# cardsforhospitalizedkids

Below is a general checklist for hosting your own card-making event for Cards for Hospitalized Kids. Individuals and groups—schools, extra-curricular groups, teams, churches, companies, etc—across the country, as well as abroad, have successfully hosted card-making events for CFHK over the years. It's a great way to get creative, have fun and give back.

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## **1. General Planning:**

First, it's helpful to establish general planning such as: the type of event, the size, and location. There are no requirements for how big a card-making event must be. CFHK has had individuals and groups host events of all different sizes—from small group events, to school-wide events, to card-making events at large scale corporate conferences and so on. The event can be as large or small as you'd like it to be. It's entirely up to you!

Schools and companies sometimes opt to incorporate card-making for CFHK into a pre-planned event (such as a company conference or annual school event). This is an option as well.

Next, you'll want to pick a date for your event and a location. Card-making events can also be hosted anywhere—it's entirely up to you. Hosting a virtual event is also an option. If you're looking to host an event on the larger scale and need a bigger space, you may want to consider reaching out to local libraries, community centers, or other local establishments to request to hold the event there. Other supporters have had success with this in the past.

## **2. Gather Supplies:**

Next, you'll need to obtain supplies for the event. There are really only two supplies that are absolutely necessary: paper-- to make cards—and some type of writing utensils to write/color with. Often, people choose to have additional supplies such as: stickers, letters, characters, etc. It's entirely up to you!

In the past, people have sometimes asked local stores or local charities to donate supplies for their event. Posting on social media can also be helpful for this as well. Extra-curricular groups have sometimes also asked their school to borrow supplies for their event.

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*Spreading joy, hope, and magic through cards.*

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### **3. Review CFHK's Card-Making Guidelines:**

You'll want to review the CFHK card-making guidelines to ensure you are familiar with them prior to your event. CFHK has printable versions of the guidelines that can be helpful for events. We also have supplemental files that provide additional background and info on CFHK which schools and companies have often found to be helpful for group card-making events. If you'd like these for your event, email [Info@CardsForHospitalizedKids.com](mailto:Info@CardsForHospitalizedKids.com).

### **4. Promote the Event:**

You're welcome to use the CFHK Logo in promotional posts or materials for the event as others have in the past. Examples can be found on our social media pages.

Groups sometimes also choose to let local media know of their event. If you'd like to let local media know of your card-making event for CFHK, you can certainly do so! Over the years, there have been many local stories of groups making cards for CFHK. These stories are always incredibly heartwarming and help inspire others to make cards, too! CFHK is happy to help with drafting a press release and sending the release to local outlets as well. If you'd like assistance with this, email [Info@CardsForHospitalizedKids.com](mailto:Info@CardsForHospitalizedKids.com) with "local media" in the subject line.

### **5. Contact CFHK with Questions:**

Please feel free to reach out to our team with any questions. You can contact us via email at [info@cardsforhospitalizedkids.com](mailto:info@cardsforhospitalizedkids.com) or via the contact form on our website, [www.cardsforhospitalizedkids.com](http://www.cardsforhospitalizedkids.com).

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