



## Arts and Crafts Day

Hosting an Arts and Crafts Day is not only a great way to raise funds but it is also the perfect opportunity to spend time with other like-minded people. An Arts and Crafts Day usually involves a group of people working on a project, whether that be painting, scrapbooking or card making, get creative! You could also run a small cafe to accompany your Arts and Crafts Day and provide everyone who comes with the option of purchasing some yummy baked goods and beverages.

### Planning your Arts and Crafts Day

#### Before the Day

##### Brainstorming and Decision Making

- Decide what kind of Arts and Crafts Day you want to have (Is it going to have lots of people? Not many people? Do you need a guest list?)
  - What size venue will you need for this?
  - What seating do you need to organise?
  - Does the venue have restrooms?
- Decide on a budget, taking into consideration:
  - The cost of the venue (if you choose to use a paid venue)
  - The cost of the arts and crafts supplies you will need
- Decide on a few viable dates
- Decide on a venue
- OPTIONAL: Do you want to have a 'cafe' and sell food or drink?
  - What are you going to sell?
  - How much are you going to sell food and drinks for?

##### Promotion

- Create posters with all the relevant information.
  - Date
  - Time
  - Location
  - Cost
  - Contact details
  - RSVP date (if you are needing RSVPs) so that you can get an estimate of the number of people that are coming

- Distribute posters (letterbox drop, promote at church, share your event with family and friends, etc)

## Equipment and Resources

- Based on the numbers from the RSVPs figure out:
  - How much arts and crafts supplies do you need?
  - How many tables and chairs do you need?
  - How much food and drink to buy/make (if you choose)
- Order and purchase/print/acquire the required items: Signage, posters
  - Posters promoting what you're raising funds for
  - Signs and menus stating what is available for purchase and where everything is etc.
  - Cash box and float

## Organise volunteers

- In cafe (if you choose to have one)
- Someone demonstrating how to do the arts and crafts
- Help set up
- Help pack up
- Help planning and organising the materials needed for the event
- Money handling (a trustworthy adult)

## On the Day

- Set everything up for the fundraiser.
- Cafe (if you choose to have one)
  - Ensure the food and beverages are ready for sale
- Table and seating set up
- Arts and Crafts equipment/materials (have them prepared and ready for the guests to use and actively participate in)
- Brief volunteers on their job roles.
- Monitor the event.
- Pack everything away at the end.

## Target Audience

When advertising and announcing your event, consider what age group your projects are best suited for. If you're running a big event and want to include everyone, make sure you have different projects for each age group and ability.

For your small groups creating specific craft pieces, be sure to let people know the difficulty level and what a minimum participant age might be.

## Venue

For a bigger event, a hall is an ideal place to hold your event (church or community hall). Your house could be an option if you only want small groups.

Timeline for Arts and Crafts Day							
<b>Week 1</b>	Planning/ Decision Making	Calling/ preparing venues	Organise what you will be doing at your event (what arts and crafts?)		Prepare posters and social media posts to be sent out	Send out posters and post on social media	
<b>Week 2</b>	Begin gathering equipment and materials needed	Organise Volunteers (from now)	Finalise any extra activities that will be run				
<b>Week 3</b>						Purchase/ acquire the required supplies	
<b>Week 4</b>		Finalise what art supplies are required		Brief volunteers on their roles	Finalise RSVPs	Make sure everything is ready	Arts and Crafts Day!

*(This is a recommendation) {Advertising your event should take place at least 3 weeks prior to the commencement of your event}*

## Things to consider

When having your Arts and Crafts Day, you can have an extra fundraiser on the side of the main event. This could include a cafe where you can sell beverages, and baked goods. Ensure you factor in how much it costs to bake the goods, and the price you will charge.

## Small class-like event

Have a group of, say, five people for an hour and a half and instruct them in creating their own version of an example you have on display. Allowing room for people to do their own version of the original is important, because they will feel like it's their own.

## Big, "do what you like" event

You just need to have a big enough venue with plenty of variety in projects and mediums. The level of success in this sort of event really depends on how many people show up.

Half a day is a good time period for something like this (morning, afternoon, or half of each) as some people and projects will take longer than others.

\$15 would still be a good price for this type of arts and craft event but that is all depending on how much the arts and crafts supplies cost.

An idea for running your Arts and Crafts Day could be having your event based around a particular art or craft, or have different things for guests to participate in throughout the duration of the event. For example: guests pay a fee (e.g. \$15 per guest to participate - which will cover the costs of the materials and equipment needed) and the guests participate in a variety of arts and crafts. These crafts could include; pottery/clay, drawing, colouring, canvas paintings, etc. You could set times when each new activity will run.

**Here's an idea of how you could set out your day:**

Time	Activity	Who's running it?
11am	Canvas paintings	
12pm	Card making	
1pm	Lunch (or continue with your arts and crafts)	
2pm	Soap making	
3pm	Bookmark making	

## Arts and Craft Ideas

You may like to theme your Arts and Crafts Day/Groups with either an animal, activity, Bible story, etc.

Pinterest is a great arts and crafts resource you could use to get some inspiration on what you may like to include in your event. Some ideas are:

- Pottery
- Painting (e.g. Canvas)
- Watercolour
- Charcoal drawings
- Jewellery making
- Candle making
- Bookmarks
- Knitting, crochet or sewing (*keep in mind you can advise guests to bring their own equipment for this*)
- Tie dye (shirts, socks, hats etc).
- Rock painting
- Card making
- Soap making

## What to bring

You could ask guests to bring their own art supplies if they have any. This will also help reduce the cost as you wouldn't need to buy extra resources and equipment. Naturally, supplies and materials needed will depend on your craft/art projects of choice.

However; some basic essentials are:

- Paper/canvases
- Pencils, pens, gels, markers, crayons
- Paints: acrylic, watercolour, etc.,
- Erasers, pencil sharpeners
- Gluestick, runny glue, tape
- Rulers

- Paint palette (paper/plastic plates)
- Paintbrushes (variety of sizes)
- Cups for washing brushes in
- Paper Towel
- Bulk newspaper

