



## Games Night

A games night is a great way to get the community involved in what you're doing over the summer, while putting the 'fun' in fundraising. You can host a games night at your church or a community centre. A games night should include different options of games to play because not everyone is going to want to play the same game and it is a good opportunity to also include some snack foods, like chips, lollies and soft drinks.

### Planning your Games Night

#### Before the day:

#### Brainstorming and Decision Making:

- Brainstorm what you would like your games night to look like, consider:
  - Date
  - Time
  - Location/venue
  - Food/drinks
  - Equipment/resources
  - What type of games you would like at your games night
  - Costs of these things
- Decide on a budget, taking into consideration:
  - The cost of food and beverages
  - The cost of the venue (if you choose to use a paid venue)
- Choose your date and venue (consider the number of guests you plan to have)
  - Will this venue be large enough?
  - Does it have restrooms?
  - Do you need to make a booking?
  - How many games do you plan on having at your games night?
  - Will there be enough space for different games to take place?
- What will the entry cost be?
  - Factor in how much the event will cost.
    - Also consider and decide on your budget for food, beverages etc, and work out an estimated cost per person.

## **Promotion:**

- Create or use the existing posters and fill out the relevant information:
  - Date
  - Time
  - Location
  - Contact details
  - RSVP date (so that you can get an estimate of the number of people that are coming)
- Promote the fundraiser – using the posters you created; letterbox drop, give to family and friends, people from church etc.

## **Food:**

- Decide on whether you want to provide snacks and drinks. Some examples include:
  - Drinks: cans, possibly coffee and tea (what equipment will you need to be able to provide hot drinks?)
  - Snacks: chips, lollies

## **Resources and Equipment:**

- Games
  - Ensure they are age appropriate
  - Ensure you have enough games for everyone
- Tables and chairs (keeping in mind the amount of guests you intend to have and how many games will fit per table).
- Serviettes and zip lock bags or cellophane bags for the food (if you choose to have the food individually wrapped).
- Cash float (stored in the kitchen; under the care of someone responsible - This should be for the money collected from the guests when they enter and for selling food/drinks).
- Order and purchase/acquire the required items:
  - Serviettes, bowls, etc (for the food to be served to the guests).
  - Signs and menus stating what is available for purchase and where everything is etc.
  - The food and drinks you will be selling (where will you be selling the food and drinks? Will you have access to a kitchen to make hot drinks and serve the food?)
  - Games (if needed - borrowing from someone could be an option, just ensure you return it the way you found it)

## **Volunteers and RSVPs:**

- Organise volunteers to help with:
  - Set up - the board games, food/beverages etc.
  - Teaching and monitoring those who are playing the games.
  - Cash float - checking off the guests as they come through the door, and collect the money

- Helping in the kitchen:
  - Preparing food and beverages
  - Serving food and beverages
- Pack up and clean up after the event
- Based on the RSVPs:
  - Finalise the food and drinks you want to sell and how much of it you're going to need
  - Finalise the food and drinks you want available for purchase and the quantity you are going to need
  - Know how many games you need, to ensure all guests have the opportunity to participate at the games night

## On the day:

- Ensure the food and beverages are ready
- Ensure games are set up and ready
- Make sure the technology is set up ie. projector, sound, etc.(that's if you wish to have background music, or a small talk about the purpose for having your games night fundraiser).
- Organise volunteers to be where they need to be
- Monitor the event
- Pack everything away at the end and clean up

Timeline for your Games Night							
<b>Week 1</b>	Planning/ Decision Making	Calling/ preparing venues	Brainstorm the different games <i>(factor in your target audience)</i>		Prepare posters to be send out	Send out posters and social media posts	Use guest list to track RSVPs and funds
<b>Week 2</b>	Organise volunteers <i>(from now)</i>				Begin gathering equipment		
<b>Week 3</b>						Purchase/borro w the required equipment	
<b>Week 4</b>		Plan a layout of where the board games should go		Contact volunteers and brief them on their roles	Finalise R.S.V.Ps Buy Food + Drinks	Make sure everything is ready	Games Night!

*(This is a recommendation/guide for planning your fundraiser)*

## Target Audience

All ages! Games night can be altered to suit any age. The age bracket varies depending on the games that are selected to play at the games night. When choosing the games, consider what your target audience is. If it is children, ensure you have child friendly games or short games.

## Venue

You can host your games night at your local church or community hall. Factor in how many people you aim to have, and ensure the venue you select is large enough to accommodate the number of guests you intend to have and the variety of games you plan on having.

## Things to consider

Consider different categories or age brackets the games are designed for, so guests can easily navigate their way around to an appropriate game for their age.

### **Promoting your Event**

Suggestions for advertising:

- Local and school newspaper
- Facebook
- Announcement at your church
- Posting ads on community noticeboards
- Tell friends and family

### **Tables and chairs**

Whether your venue is a church or community hall, tables and chairs should be available for use. Double check with the coordinator of the venue whether you may use that, and whether there is a cost added for hire. Keep in mind the layout you may want to have at your games night.

### **RSVP and bookings**

Guests intending to participate in the games night should RSVP at least 2 days prior to the event commencing. This will help you to cater enough food for the guests, and to have enough games available for the guests to play.

### **Volunteers**

Ask your family and friends if they would like to help you with organising, planning and hosting your fundraiser! You can get them involved by asking them to help out in the kitchen, selling food and beverages, gathering board games, setting up the board games, and staying back to help pack up and clean up.

### **Game Ideas**

Long Board Games

- Monopoly

- Dixit
- Munchkin
- Ticket to Ride
- Risk
- Cluedo
- The Game of Life

- Rummy
- Dutch Blitz
- Spoons
- Euchre
- Cribbage
- Organ Attack
- Uno

#### Short Board Games

- Codenames
- Boggle
- Pass the Pig
- Operation
- Catan
- Chinese Checkers
- Blokus
- Mastermind
- Dominoes
- Trouble

#### Two Player Games

- Speed
- Chess
- Guess who
- Battleships
- Checkers
- Connect 4

#### Big Group Games

- Charades
- Pictionary
- Giant Jenga
- Headbands
- Twister

#### Card Games

- Midnight
- 500

