



**Host Your Own Fundraising and Awareness Event
with the DMRF**

Movers & Shakers Kit Contents



The DMRF is Here to Help

The DMRF team is committed to supporting you at every stage of your Movers & Shakers event. If you have a question while planning, need help troubleshooting logistics, or could use support with post-event reporting, we are here to ensure your fundraiser is successful and meaningful.

Below, you can see the resources you'll have access to through your Movers & Shakers kit. Not every resource will be needed for every event. When we meet, the DMRF team will help you determine which materials make the most sense for your specific event and goals.

Movers & Shakers Kit – Contents

1. Forms & Materials

- a. Event Supply Checklist
- b. At-Event Materials
 - i. On-Site Registration Form
 - ii. Cash Receipt Slips/Donation Form
 - iii. Raffle Ticket Revenue Form
 - iv. Auction Bidding Sheets
 - v. DMRF/Movers & Shakers-Branded Materials for Attendees
 - vi. DMRF Fact Sheet

2. Artwork & Signs

- a. DMRF Logos (Digital and Printed Copies) and Logo Use Guidance
- b. QR Code Donation Sign
- c. Event Sign/Banner (For First-Time Hosts of In-Person Events – To Be Re-Used for Future Events)

3. Templates

- a. Promotion
 - i. Press Release
 - ii. Invitation Email & Reminders
 - iii. Invitation Postcard
 - iv. Social Media Posts
- b. Sponsors/In-Kind Donations
 - i. Sponsor Form & Cover Letter



- ii. In-Kind Donor Form & Cover Letter
 - iii. Sponsor/In-Kind Donor Tracking Sheet
- c. Thank You's and Wrap Up
 - i. Attendee/Donor Thank You Letter
 - ii. Sponsor/In-Kind Donor Thank You Letter
 - iii. Final Report to DMRF

For questions or assistance, please contact:

DMRF events at events@dystonia-foundation.org, or call the DMRF office at (312) 755-0198.