



# Rock Paper Scissors Tournament

## Rock Paper Scissors Tournament Planning Guide

Hosting a Rock Papers Scissors Tournament is a great addition to any event as well as a stand-alone attraction. Families, co-workers, school groups and friends of all ages can play! This event is appealing because it involves very little overhead cost and it can easily be scaled to fit any group size. C.H. Robinson, a Make-A-Wish supporter, recently sponsored a Rock Paper Scissors Tournament and has shared their materials for inclusion in this event organizer Kit. Thank you C.H. Robinson!

How to Begin: Believe it or not, there is actually a World Rock Paper Scissors Society that posts the official rules for the game. If you want to brush up on your game knowledge, you can review these rules at <http://www.worldrps.com>

| EVENT ORGANIZER NOTES & DELIVERABLES   | HELPFUL RESOURCES:                  |
|--|-------------------------------------|
| <b>Prior to the Event</b>  |                                     |
| <b>Brainstorm event ideas</b><br>Opportunity to explore various event ideas as well as fun activities to include during the event.   | Creative Events & Fundraising Ideas |
| <b>Form an event planning committee.</b><br>Determine an Event Chair and appropriate committees such as Corporate Relations & Sponsorships, Logistics and Promotions Chair.  | Building the Event Committee        |
| <b>Plan your event</b><br>1. Answer who, what, where, when, why.<br>2. How many people will you need for each activity both to plan and to participate?<br>3. What facilities are necessary? The location should have enough room on the walls to post tournament brackets.<br>4. What promotional and sponsorship materials are needed? |                                     |
| <b>Set A Fundraising Goal</b><br>1. The Special Event Proposal and License Agreement will ask you to provide the anticipated donation commitment to Make-A-Wish.   | Donor Benefit Levels<br>Wish Cost   |



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| <p>The financial cost to adopt one wish is \$5,000 and it is a terrific goal to aim for in planning a fundraising event in its first year.</p> <p>2. Review Donor Benefit Levels to determine support Make-A-Wish is able to offer your event</p>                                 | <p>Adding Dollars Towards Goal</p>  |
| <p><b>Working the Budget</b></p> <p>1. Research costs and expected revenue for the event as well as target market.</p> <p>2. Determine entry fees and expected number of participants</p> <p>3. Plan on raising funds in advance of expense deadlines.</p>                        | <p>Event Budget Template</p>  |
| <p><b>Establish Event Logistics</b></p> <p>Determine entry price, choose competition style. We suggest a \$10 entry fee to play and create NCAA bracket style tournament with 64 players and single elimination.</p>  | <p>Note: A Rock Paper Scissors Tournament with 64 individuals takes over two hours.</p> |
| <p><b>Request Event Approval</b></p> <p>Print out, complete &amp; return Event Proposal and License Agreement Form &amp; Projected Budget Template. Fax form to 312-943-9813, Attn: Make-A-Wish Staff Contact</p>   | <p>Special Event Proposal and License Agreement</p>                                     |
| <p><b>Receive event approval and authorization letters from the Make-A-Wish Foundation.</b></p> <p>Please note: If anticipated donations are above \$5000, Make-A-Wish will provide you with formal authorization letters for solicitation of sponsorships and auction items.</p> | <p>Sample MAW Event Approval Letter</p> <p>Sample MAW Event Authorization Letter</p>    |
| <p><b>Secure location</b></p> <p>Contact required facilities to book location for event date. You may be required to sign a contract with facilities that are separate from the license agreement.</p>  |   |
| <p><b>Establish procedures for handling money</b></p> <p>The Fundraising Event CD provides many useful financial forms for</p>  | <p>Money Matters</p>  |



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| <p>accepting, tracking and submitting donations.</p> <p>Remember: Continuous checking of donors and participants who work for organizations with matching gifts programs will raise the overall donation total.</p>  | <p>Matching Companies</p> <p>Helpful Event Resources:<br/>Financial Forms</p>  |
| <p><b>Develop sponsorship proposal and secure sponsorships</b></p> <ol style="list-style-type: none"> <li>1. Target who you will solicit and what you have to offer them.</li> <li>2. Each solicitation should include some form of recognition and perhaps event participation.</li> <li>3. <b>Check</b> with Make-A-Wish Staff Contact prior to solicitation to ensure that Make-A-Wish is not currently soliciting them for another event or wish activity.</li> <li>4. Contact them &amp; ask for sponsorship</li> </ol>   | <p>Sponsorship Success</p> <p>Helpful Event Resources:<br/>Sponsorship &amp; Promotions</p>  |
| <p><b>Develop promotional Plan (remember to forward all promotional materials to Make-A-Wish for approval)</b></p> <ol style="list-style-type: none"> <li>1. MAKE-A-WISH provides the MAW flyers, fact sheets and solicitation letter templates within Community &amp; Corporate Fundraising Kit CD</li> <li>2. Other items which may be helpful to create and promote your event are: posters, banners, press releases etc...</li> <li>3. Have a planned schedule of marketing and promotional activities that will create awareness and interest in the event.</li> <li>4. Email your Make-A-Wish Development Staff Contact to post your event on the <a href="http://www.wishes.org">www.wishes.org</a> website. Please include all details as well as if participation is open to the public.</li> </ol> | <p>Picture Perfect Promotion</p> <p>Make-A-Wish General Information</p> <p>Helpful Event Resources:<br/>Sponsorship &amp; Promotions</p> |
| <p><b>Determine if Raffle and Auctions will be included in the event</b></p>   | <p>Raffles &amp; Auctions</p>  |
| <p><b>Apply for any required licenses (ex. raffle, liquor)</b></p> <p>Each local county has its own procedures for these licenses. Contact your County Hall for more information, request raffle application and then send to Make-A-Wish Development Staff Contact for approval.</p>  |  |
| <p><b>Develop required event forms</b></p> <p>Create logs for ticket sales, registration forms, pledges, donations, volunteers etc...</p>  | <p>Tournament Bracket</p>  |



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| <p><b>Participant List</b><br/>Create a list of participants and invitations. Event Invitation information should include: event name, title sponsor, fundraising goal, date and time, event chair contact information, entry fees, entry deadline, prizes and contest.</p>   |                     |
| <p><b>Solicit prizes and gift certificates for the winner and runner-up.</b></p>  |                     |
| <p><b>Finalize food and refreshments</b><br/>Contact your event facilities for this information. You may need to sign an additional contract for catering.</p>  |                     |
| <p><b>Send out invitation packets</b><br/>1. Invitation letter<br/>2. Pre-Entry Form allows for early registration and reserves spot. Provides event planners with a heightened degree of confidence and informs participants on where to send funds.<br/>3. Event Schedule<br/>4. Entry Form includes detailed description of sponsorship levels, option of dinner package, and table prize donations.</p> |                     |
| <p><b>Promote your event</b><br/>1. Contact media, distribute flyers, send out solicitation letters.<br/>2. Display any signs, banners, flyers, posters according to promotions plan developed earlier.</p>   | Tournament Brochure |
| <p><b>Order arrival and reception packages</b><br/>1. Event planners sometimes provide participants with gifts such as a goody bag or t-shirt. This might also be a good opportunity for sponsors to give away products.</p>  |                     |
| <p><b>Locate volunteers</b><br/>Contact friends, family and co-workers to assist with any preparation, day-of and post event needs. Per Donor Benefit Levels, Make-A-Wish may be able to help provide event volunteers.</p>   |                     |
| <p><b>Develop Detailed Day-of-Event Logistics Plan</b><br/>Items to include may be: Participant registration forms, start times, food and refreshments, set-up, clean-up, entertainment, etc...</p>   |                     |
| <p><b>Cross reference money received with participation registration &amp;</b></p>  |                     |



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| <b>sponsorship confirmation.</b><br>Make any calls necessary to collect payments in advance.   |  |                       |
| <b>Mail confirmation letters</b><br>Mailed to participants upon receipt of payment.  |  |                       |
| <b>Prepare printed materials</b><br>Provided to participants on the day of the event that recognizes sponsors, provides directions and thanks volunteers. Examples of printed event materials include route signs, banners, sponsor signs, posters, program booklet etc... |  |                       |
| <b>One Week-in-Advance</b>   |  |                       |
| <b>Call volunteers and confirm participation responsibilities and times</b>  |  |                       |
| <b>Create Excitement</b><br>If possible, post or send out the brackets prior to the event and let individuals submit their winning picks for \$2 per entry. Note: If you give away money as a prize, you may require a gaming license from your local government.          |  | Tournament Brochure 2 |
| <b>Finalize all details</b><br>Guest speakers, special participants, as well as sponsors and items for the raffle and silent/or live auctions. Have plan for last minute emergencies such as contact information for medical assistance.                                   |  |                       |
| <b>Day-of-Event</b>  |  |                       |
| <b>Have money &amp; change box ready for volunteers.</b>   |  |                       |
| <b>Display sponsor signs</b><br>Properly recognized sponsors are crucial and entice sponsors to donate the following year. Take photos and send sponsors a thank you note post event.  |  |                       |
| <b>Set up registration desk &amp; prize tables</b><br>Give plenty of room to accommodate many participants registering at one time. Staff area with plenty of volunteers to assist process. Arrange prizes, raffle and auction items.                                      |  |                       |



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| <b>Have fun and enjoy the event</b>   |  |   |
| <b>Awards ceremony</b><br>Announce event winners and award them prizes. Take a picture of the winning person(s).  |  |   |
| <b>Clean-up site</b>  |  |   |
| <b>Post Tournament</b>  |  |   |
| <b>Collect Funds and Send to Make-A-Wish within 30-days of event</b><br>Send to Make-A-Wish Foundation of Illinois, 640 N. La Salle, Suite 280, Chicago, IL 60610                           |  | Helpful Event Resources:<br>Financial Forms |
| <b>Wrap-Up</b><br>1. Acknowledge sponsors and participants. Send them photos if you have them and thank you notes.<br>2. Plan a recognition event for committee planners and volunteers.    |  |   |
| <b>Evaluate</b><br>Evaluate the success of the fundraising event. Survey participants and discuss their thoughts of the event including the type of event, location, and program of events. |  |   |

**Key Tips to Remember**

- Sponsorship is one of the best ways to underwrite the costs of the event and ensure that the event proceeds go directly to benefiting wish children!
- Make-A-Wish Foundation cannot receive cash or coins in the mail.
- Any questions, call your Make-A-Wish Development Contact