

Get Involved: Share Your Idea & Plan an Event with Us!



Have an idea for an event you'd like to see happen in our community? We invite you to share your idea with us and make it happen **together!**

1

Complete the [Event Planning Interest Form](#)

- Here, you'll describe your idea and share your estimated cost, ideal location, ideal date, and more.
- *Ex. Event ideas could be something like a pool party, hay ride, ice cream meet-up at your favorite spot, picnic, mini golf night, etc.!*

2

Chat with Us

- We'll reach out to you to discuss your idea and the logistics involved in planning it!
- *Ex. DSADE mom Amy had an idea for a fun spring carnival in Sussex County. She brainstormed locations that would potentially allow us to use their space for no cost or a small fee. We collaboratively discussed the budget for the event, who and how many people could attend and at what cost, and a date that aligns with her, the venue, and DSADE calendars.*

3

Start Planning

- You will reach out to venues and/or vendors to confirm logistics, and we will help you with any payment-related tasks—either we will pay directly or we will reimburse you when provided receipts. Once all of the logistics are confirmed, we will advertise the event to the DSADE community, compile registrations, and work on recruiting volunteers, if necessary.
- *Ex. Amy communicated with the venue and booked event vendors, like a balloon artist and an ice cream truck. She made sure to ask vendors for a nonprofit discount, and we provided a donation receipt in return. She worked to develop and prepare all of the carnival games in advance of the event. We advertised the event to DSADE families via social media and newsletters/emails, and worked to recruit volunteers for the event. We sent her the RSVP list and helped communicate with event attendees and volunteers in advance.*

4

Day-of Execution

- You will be the “host parent/caregiver” of the event—leading in-person execution. You'll make sure everything runs smoothly with the venue, that everything is set up, and that volunteers are clear on their responsibilities. Make sure to take photos! After the event, you'll send us the attendance list and the photos.
- *Ex. Amy set up all of the carnival games and made sure that volunteers and vendors were all ready to help run the event. She took several photos—and actually had someone she knows come with a camera to specifically take photos! Afterwards, she sent us the photos and the list of who attended.*