



Bermuda
Cancer and
Health Centre

DETECTION PREVENTION SUPPORT

October is Breast Cancer Awareness Month

Girls Night In

Hostess Kit

On behalf of the Bermuda Cancer and Health Centre, thank you for taking the first step toward hosting a *Girls Night In* event and joining the fight against Breast Cancer. By inviting the girls over for a fun night in, you can help raise important funds for new Cancer Information Support Services.

This downloadable Host Kit includes everything you need to begin organizing your *Girls Night In* event.

Please explore our Themes & Fundraising Ideas resource in our Planning Guide on www.chc.bm.

*Get the girls together,
celebrate life and raise
funds to support the 1 in 8
women who will be diagnosed
with breast cancer during
their life time!*

WHAT'S INSIDE?

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For More Information

Call 236 1001
Email info@chc.bm
www.chc.bm

Registered Charity #070



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*Girls
Night In*

Six Easy Steps To Hosting an Event

It's so easy!

Girls Night In gives you the flexibility to decide what kind of event to hold and how much or little planning goes into it. You can make it really big (a theme party for a large group of friends, families and work colleagues) or a small get-together.

- 1 Brainstorm** what your *Girls Night In* is going to be – the type of event, size and date is all up to you! Decide who to invite – friends, family, colleagues.
- 2 Register** your event by completing the enclosed registration form and faxing it to 236-0880 or email it to info@chc.bm. Each registered event Host can stop by Bermuda Cancer and Health Centre and pick up goodie bags to give to your girls.
- 3 Collect** your guests' donations at the event. We've provided a Donation Form to track your fundraising efforts.
- 4 Submit** the donations to Bermuda Cancer and Health Centre within 15 days of your event. Please don't forget to include the Donation Form.
- 5 Complete** the post event **Host Survey** that will be emailed to you after your party. Your feedback is essential to our success!
- 6 Celebrate** your success by emailing your photos to info@chc.bm and they will be posted on www.chc.bm with your comments.

That's it!

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Girls Night In

Registration Form

Bermuda Cancer and Health Centre have made a commitment to improving the quality of life for recently diagnosed cancer patients, survivors and their families. Funds raised from this event will go towards establishing high quality Cancer Support Information Services for the newly diagnosed patient; assisting the patient and their families in the search for reliable information as a meaningful tool for coping with cancer.

PLEASE COMPLETE AND FAX BACK TO 236-0880
(please print)

Hostess Name: _____

Contact number: _____

Email: _____

Date of *Girls Night In*: _____ # of attendees: _____

Theme for your *Girls Night In*: _____

We would love to highlight your event on our website. Please consider submitting a photo to info@chc.bm. *Girls Night In* group picture being provided Yes

As a registered event, each Host can stop by Bermuda Cancer and Health Centre, 46 Point Finger Road to receive free goodie bags for your guests.

OFFICE USE ONLY

Completed Hostess form received	<input type="checkbox"/>	Amount Received	<input style="width: 150px; height: 40px;" type="text"/>
Pledge form received	<input type="checkbox"/>		
Receipt email of monies received	<input type="checkbox"/>	Photo received and posted on website	<input type="checkbox"/>
Thank you	<input type="checkbox"/>		

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Donation Form

Bermuda Cancer and Health Centre have made a commitment to improving the quality of life for recently diagnosed cancer patients, survivors and their families. Funds raised from this event will go towards establishing high quality Cancer Support Information Services for the newly diagnosed patient; assisting the patient and their families in the search for reliable information as a meaningful tool for coping with cancer.

Yes, I would like to donate money to Bermuda Cancer and Health Centre to help support newly diagnosed cancer patients, and play my part in the fight against Breast Cancer.

NAME	EMAIL	DONATION AMOUNT	RECEIVED
		TOTAL	\$

- Two simple methods to donate the funds you have raised:
1. Online – Bank of Bermuda, Account Number: 006-048482-001
 2. Cheque – made payable to Bermuda Cancer and Health Centre, P.O.Box HM1562, Hamilton HM FX Bermuda

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Sample Invitation

Keep it simple

Make your invitations easy and fun by using www.evite.com. **Choose** your own design to compliment your theme. **Add** the email addresses of your guests, the date and time of your event and use the copy provided below or write your own. Hit the **Send** button. Evite will track your guest's responses and even send a reminder days prior to the event.

"Help support women who have been recently diagnosed with breast cancer. Join me for a fun **Girls Night In** and donate what you would usually spend on a night out to Bermuda Cancer and Health Centre. Funds raised from this event will go towards establishing high quality Cancer Support Information Services for the newly diagnosed patient; assisting the patient and their families in the search for reliable information as a meaningful tool for coping with cancer."

Host: Sarah Anderson
Location: Springfield Park
500 Clearview Road
Hometown, CA 90012
Telephone: 310-555-1234
When: August 16, 2008 at 2:00 PM Add to Your Calendar

It's time for our annual get-together. Pack up the picnic basket and join us for some fun in the sun. Bring your blankets, Frisbees and whatever you'd like to drink. We'll supply the footbals, snacks (chips, pretzels, and fruit), sandwiches and cookies and brownies for dessert. Don't forget to bring the sunscreen, bug spray and a hat - it's suppose to be sunny and warm! And yes, Mike will bring his iPod, so get ready to rock out!

GUEST LIST
Who's coming? As of Thursday, June 26 10:28AM
1 5 0 0 0
1 Yes
C: Sarah Anderson (The organizer)

YOUR REPLY
Will you attend, Sarah Anderson?
 Yes No Maybe
Total guests: 1
Add a comment (optional)

Host: Sarah Anderson
Location: Springfield Park
500 Clearview Road
Hometown, CA
Telephone: 310-555-1234
When: August 16, 2008 at 2 PM

It's time for our annual spring get-together. Pack up the picnic basket and join us for some fun in the sun. Bring your blankets, Frisbees and whatever you'd like to drink. We'll supply the footbals, snacks (chips, pretzels, and fruit), sandwiches and cookies and brownies for dessert. Don't forget to bring sunscreen, bug spray and a hat - it's suppose to be sunny and warm! And yes, Mike will be bringing his iPod, so get ready to rock out!

GUEST LIST
Who's coming? As of Monday, June 23, 2:15PM
1 1 1 1 1 2
1 Yes
D: Sarah Anderson
Looking forward!
Tom Ashford
Tom Ashford
wow - what a cool invite
John Smith

YOUR REPLY
Will you attend, Johan? not Johan?
 Yes No Maybe
Total guests: 1
Add a Comment (optional)

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