



Event Ideas and Guidelines

Before and During the Event:

- Select your Teal Ribbon Denim Day date. Friday, September 26, 2008 is our National Teal Ribbon Denim Day in coordination with Ovarian Cancer Awareness Month. If this date is not convenient for you, please select a date that best suits your needs.
- Add your name on the display poster as your team's coordinator. Please add your alternate date, if desired. The date card (included) can be placed with the enclosed sign. The sign is also available online, both with and without a specified date.
- Join us online by creating a team page. You can check out your team's progress, send out emails, and visit other team pages.
- Spread the word via email, newsletters, and reprints of event materials. All event materials are available online for your use. Feel free to create and have fun!
- Distribute teal ribbon pins and ovarian cancer information to all participants.
- Generate Excitement by hosting an activity, sending out reminders, or setting up a team bulletin board.
- Collect Donations. Make checks payable to Teal Denim Day. Participants may also donate online using your team page.
- Donation receipts are available online. Download and distribute donation receipts as needed.

After the Event:

- Submit Donations.
 - Online Donations – visit www.tealdenimday.com
 - Mail Donations
 - Complete your team's donation form. Issue one check cashier's check or money order for the total amount of all cash donations. **DO NOT SEND CASH.**
 - Make checks payable to: **Teal Denim Day**
 - Use the enclosed pre-addressed envelope or mail donations and form to:
Teal Ribbon Ovarian Cancer Research Foundation, Inc.
PO Box 83015
Gaithersburg, MD 20883
- Does your company match donations? If so, please submit/forward the necessary forms with your donations.
- Kindly return any large quantity of leftover pins to help save costs and maximize donation efforts. Thank you for your support.

www.tealdenimday.com