

Mini-Field of WOMEN

Breast
Cancer
Network
Australia



GUIDE TO PLANNING YOUR EVENT

Mini-Fields of Women (MFW)

Mini-Fields of Women (MFW) are a wonderful way to bring communities together **to:**

- pay tribute to Australians affected by breast cancer
- highlight the impact that breast cancer has on the whole community
- increase awareness of BCNA's services and support available to women and men affected by breast cancer
- promote the importance of local breast cancer services
- are a wonderful additional to your fundraising event

An event in a box

Thanks to our Mini-Field of Women principal partner Opal, BCNA is able to provide our new Mini-Field of Women kits at no cost to the community. BCNA's Mini-Field of Women kits are essentially an "event in a box" available in two different formats depending on the nature of your event.

- **Outdoor Kit-** This contains 102 corflute silhouettes -100 pink ladies, 1 blue man (representing men diagnosed with breast cancer) and 1 white lady (representing those who are sadly no longer with us). These outdoor silhouettes are designed to be weatherproof, reusable and are staked into a soft ground like an oval, lawn, or garden bed.
- **Indoor Kit-** This contains 102 free standing cardboard silhouettes - 100 pink ladies, 1 blue man and 1 white lady which have been designed to be used indoors and are also reusable.

Both kits will arrive in a beautiful pink box designed to be easily opened and resealed making it easy to store or return your kit once your event is complete.

In addition to the 102 silhouettes each kit will contain:

- 105 tribute tags for guests to write their messages on
- 105 metal stakes to plant outdoor silhouettes (outdoor kits only)
- A tribute box. This is a place for you to keep the tribute messages from your event and is yours to keep.
- An event A2 sign used to communicate your Mini Field of Women event and acknowledge our Principal Partner Opal

If you require more than 102 silhouettes or would like more blue or white silhouettes included, please contact us at PLCE@bcna.org.au

You can arrange your MFOW in any shape. Some people like create a heart shape or set them up in rows that people can walk through; others simply plant their silhouettes so that they fill a particular space. Just be sure to allow enough space between them so that participants have room to tie their messages on.

CHECKLIST FOR YOUR *MINI-FIELD*

Before the event

Promote your Event

- Personalise and distribute invitations from your event-in-a-box to your guest list
- Promote your *Mini-Field* within your local community by providing local businesses and community groups with our downloadable poster.

For example:

- Local businesses
 - Hairdressers
 - Bakers Delight
 - Local Gym
 - Community Notice Board
 - Churches
- Speak with local organisations who distribute newsletters. Ask them to include your *Mini-Field* event details
- Word of mouth

Plan the day

- Prepare a run-sheet outlining how the day will flow. Be realistic about your day, giving yourself enough time
 - eg:
 - 8.00am** setting up commences
 - 9.30am** *Mini-Field* commences
 - 2.00pm** *Mini-Field* finishes and clean up commences
- Share your run-sheet with all relevant parties
- Book any relevant speakers for your event
- Organise catering if required
- Book your venue
- Obtain council permits if required
- Create a guest list – if required
- Do your research on the traditional owners of the land on which your event will be held if you would like to include an Acknowledgement of Country or consult with them if you would like to include Welcome to Country

Event day

- Set up your event space – chairs, tables, speaker and microphone etc...
- Follow instructions on how to set up your Mini-Field of Women
- Welcome guests and speaker/s
- Work your way through your run-sheet

- Enjoy your day with your family, friends, or colleagues
- After your event, please clean and dry your MFOW silhouettes and put them back into the large box. If you host regular events, you can keep the MFOW kit. Otherwise, please return it to BCNA.
- Contact Star Packaging on 03 9588 6444 and arrange a courier to return the MFOW kit to BCNA. This service is at no charge to you.
- You are welcome to keep your tribute cards in the Tribute Box as a keepsake from your event.

Thank you for supporting Breast Cancer Network Australia!

BCNA contact

Community Fundraising and Events Team

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Phone :1800 500 258

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