

Any party interested in organizing an event for Steps Together is asked to follow the following procedure:

- Submit an email to Steps Together with the details of your event (location, number of attendees), intent (fundraiser / raise awareness) and desired date / time. The Steps Together Development Committee will then review your event.
- Once approved, we request that copies of any contracts / emails securing a venue or type of payment be forwarded accordingly.
- When possible all payments / deposits should be made by Steps Together to minimize reimbursement checks.
- Communicate marketing needs.
Do you want it on the calendar page of the Steps Together website?
Do you want your own individual event page on the Steps Together website?
Do you want us to create an FB event for you in our Steps Together FB handler?
Do you need help creating an event flyer?
Do you want the flyer printed?
Will you need assistance setting up online ticket purchasing?
Have you added it to the town letter? (Example: Hillsborough has a weekly Mayor's Letter)
Will you post on various social media groups? (Example: Hillsborough Community Forum, etc.)
- If you would like us to promote the event in our social media handlers, please provide a social media marketing schedule.
Dates, scripted posts and images that Steps Together can drop into a scheduler would be best. (Example: 2 weeks until the event, get your tickets. 1 week until the event, see you there!)
- Do you plan on having a raffle?
For any type of chance gaming, Steps Together must obtain a raffle permit from the State of NJ.

Onsite chance gaming includes a 50/50, basket raffle, etc.

Chance gaming does not include a silent auction where participants can specify the donated amount to win a basket as in this case, the winner is not "chance"... they won b/c they made the highest bid.

Basket raffle applications must include a minimum of 8 items being raffled and their value.

Steps Together needs a minimum of 5 weeks prior to the event to process raffle applications and may request that the event organizer assist in submitting the documents to the municipality in which the games are being held.

If you are having an offsite raffle (selling chances in advance of your event), the requires a more detailed application. The application must be approved by the state with a unique permit number that must be printed on all chances. Leave 5 weeks for the permitting process, time to print the tickets and time to sell the tickets before your event.