



INTERNATIONAL CHARITY FESTIVAL 2023

HINTS, NOTES & IMPORTANT DATES

INTERNATIONAL CHARITY FESTIVAL 2023

“ No act of kindness, however small, is ever wasted. ”

Aesop



“ Act as if what you do makes a difference. It does. ”

William James



Congress Hall of the Hilton Hotel

Pobřežní 311/1, Praha 8

November 12 , 2023

10.00 -16.00

on the eve of World Kindness Day

Diplomatic Spouses
Association



Asociace partnerů
diplomatického sboru

INTERNATIONAL CHARITY FESTIVAL

Around the world in 1 day

MEZINÁRODNÍ CHARITATIVNÍ FESTIVAL

Cesta kolem světa za 1 den

Celý výtěžek jde na
České charity

All proceeds go to
Czech charities



KIDS CORNER

DĚTSKÝ KOUTEK

CULTURAL PROGRAM

KULTURNÍ PROGRAM

GIFTS FROM AROUND THE WORLD

DÁRKY Z CELÉHO SVĚTA

FINE FOOD, WINES,

ART, JEWELLERY, TOYS

LAHŮDKY, VÍNA, UMĚNÍ, ŠPERKY,
HRAČKY

on spot/na místě - 150 Kč
pre-sale/předprodej - 100 Kč

Hilton Hotel
Pobřežní 311/1, Praha 8
12. 11. 2023
10.00 -16.00
děti do 12 let -zdarma
childrens under 12 years - for free

POSTER AND BANNER

- Printed A3 and A4 format - for promotion of the Festival*
- Digital format - to be shared on social media

International Charity Festival

Around the world in 1 day



Mezinárodní Charitativní Festival

Cesta kolem světa za 1 den



Hilton Hotel

Pobřežní 311/1,

Praha 8

12. 11. 2023

10.00 -16.00

** Please let us know the required number of posters at :
info@dsaprague.org*

EMBASSIES ARE INVITED TO PARTICIPATE!

The Active Participation of Embassies involves:

- donating the proceeds from the national stand (table) hold at the Festival market

It can be, as well:

- donating money (without holding a table),
 - inviting a sponsor for the festival,
 - donating prizes for tombola, kids corner,
- inviting artists to perform during the festival...

EMBASSIES ARE INVITED TO PARTICIPATE!

1. Holding a table at the multicultural market of the festival.

- free of charges for the Embassies,
- embassies sell goods (souvenirs, food products, wines, toys, arts etc.) to raise funds for charity,
- as a backup option, some commercial entities can be invited to sell their products and to donate a part of proceeds to the charity (or to pay for this possibility to sell, using their marketing funds);
- in both cases, it is the Embassy who raises funds, signs the agreement with DSA (*Form 9*) and makes the transfer of table proceeds to DSA bank account at Česká spořitelna 1964196399/0800

For more details please contact DSA treasurer Anton Strnisa:

toni.strnisa@gmail.com



EMBASSIES ARE INVITED TO PARTICIPATE!

2. Setting up your table

- table measures: 183 cm x 45 cm (1 or 2 tables can be reserved);
- background stand or wall: bare, appr. 185x160cm (behind 1 table);
- tablecloths provided by Hilton, you can bring your own tablecloth for the national touch;
- Hilton usually hangs a flag from the ceiling above the tables. They may not have all the participating countries. Please, provide Hilton with your fabric flag, when required.
- DSA will prepare posters for tables, with DSA logo, the flag and the name (3 languages) of your country,
- **SET-UP DAY: Saturday November 11, (13.30 -20.00)** - unloading according to the schedule.



For more details please contact Set-up Coordinator Nga Tien at:

thiengga68@gmail.com

EMBASSIES ARE INVITED TO PARTICIPATE!

3. Goods & prices

- the number of available items depends on the possibilities of each embassy, no target price range for the items sold;
- the event get marketed to the general public, wich is less generous than the diplomatic community (who is willing to spend more on charity),
- food has to be wrapped, no cooking or heating is allowed;
- fresh fruits and legumes can be sold without packaging;
- the price tags/labels (in CZK) should be placed on each item or the groups of identical ones.



EMBASSIES ARE INVITED TO PARTICIPATE!

4. Sponsors

- sponsors are very important, they donate money, products or services;
- please find enclosed a sample letter to the potential sponsors (see *Request for Donation* doc.);
- related to sponsorship, DSA President authorizes a DSA member to sign the contract with the sponsor (see *Form 7-Procurement* and *Form 8-Contract with Sponsors*);
- please, make sure, that you **send the sponsor's logo to info@dsaprague.org before October 31** (to be presented in the slideshow in Hilton and DSA website).



EMBASSIES ARE INVITED TO PARTICIPATE!

5. Nobody without a badge or ticket is allowed to enter!

- DSA will provide the participating Embassies with badges:
 - 2 GREEN** badges – for the ambassador and spouse
 - 2- 6 RED** badges – for the embassy staff and helpers
 - **VOLUNTEERS** will have special badges, as well.

Please use them responsibly and return after the festival!

EMBASSIES ARE INVITED TO PARTICIPATE!

6. Who are selling entrance tickets?

1. DSA Members and Embassies before the festival (pre-sale)
 2. on-line pre-sale by accessing our site (link to *ticketstream.cz*)
 3. on the spot sale by volunteers
- entrance tickets cost 100 CZK in pre-sale and 150 CZK on the Festival day. Entrance is free for children under 12.
 - on-line commission - 10 CZK.
 - the largest number of tickets usually was sold by DSA Members and Embassies



EMBASSIES ARE INVITED TO PARTICIPATE!

7. More tickets we sell , more proceeds we have!

- our Festival is back after a long break (3 years), so we need the help of all the Embassies – to use all their PR power to invite people and pre-sale tickets;
- the embassies are invited to order the approximate number of tickets to sale, better to order more (there is the possibility to return the unsold ones);
- all unsold tickets must be returned 3 days before the Festival and all money collected from ticket sales must be deposited in the DSA bank account at Česká spořitelna 1964196399/0800

Please email toni.strnisa@gmail.com with the deposit details.

EMBASSIES ARE INVITED TO PARTICIPATE!

8. Express - Raffle

- instant-win Raffle – the participant pay a ticket, draw a number from the box and find out on the spot if he won and what is the prize;
- price of the ticket -100 CZK;
- every 3rd (4th or 5th....) ticket wins a prize, depending of the price range of the donated prizes;
- the price range of prizes could be: 50-500 CZK;
- the number of donating prizes: corresponding to the possibilities of each embassy/ sponsor;

Thank you for considering donating for Raffle and Kids Corner!



EMBASSIES ARE INVITED TO PARTICIPATE!

9. Volunteers

- we traditionally use the help of volunteers at the Festival;
- volunteers are putting up posters, pre-selling the tickets; at the day of festival they help at the kids corner, selling tickets, validating tickets at the entrance, etc.
- they receive a confirmation and thank you note, especially important for the students;
- please, let us know if you need the help of volunteers or if you know people who would like to volunteer.



EMBASSIES ARE INVITED TO PARTICIPATE!

10. Cultural Program

- groups or single performers, representing your country;
- both local and visiting;
- approximate duration of the performance: 15-20 min
- Hilton will provide a special room for the artists;
- the artists will receive the badges for free entrance;
- in order to a better organization of the cultural program, please return the Application (*Form 5*) by **October 23, 2023** to: info@dsaprague.org



EMBASSIES ARE INVITED TO PARTICIPATE!

11. Transportation

Sponsor

Gosselin-moving Company

proposes to handle the transport of goods
to/from the Hiton Hotel



+420 603 45 65 22

P.Prochazka@gosselin-moving.com

www.gosselin-moving.com

EMBASSIES ARE INVITED TO PARTICIPATE!

12. Useful Hints

- we encourage you to wear clothing that represents your country;
- comfortable shoes are essential;
- Hilton provides limited number of trolleys to carry your goods from the parking lot on Saturday. Please be efficient and return them to the foyer as soon as you can;
- don't forget to bring: materials for decoration of your stall, a stock of paper or plastic bags to pack the purchases, your price lists for your reference, the money box and small currency in coins and banknotes for change.



EMBASSIES ARE INVITED TO PARTICIPATE!

Important Dates

Date	Deadline
October 10 th	Response to the invitation to join the Festival info@dsaprague.org
October 17 th	Sending the flag image and the name of the country (native language, English and Czech) - info@dsaprague.org
October 23 rd	Festival Cultural Program Proposals (Form 5) info@dsaprague.org
October 31 st	Sending the logos of the sponsoring companies to info@dsaprague.org
November 8 th	Returning the unsold tickets (place tbc)
November 11 th	Set-up Day: unloading and table set-up according to the schedule



EMBASSIES ARE INVITED TO PARTICIPATE!

Festival Coordination Team

Carla Marsili (Italy)	DSA President	carlapapadia@hotmail.com
Anton Strnisa (Slovenia)	Treasurer	toni.strnisa@gmail.com
Svetlana Codreanu (Moldova)	Secretary, registration	info@dsaprague.org codreanu.svetlana@gmail.com
Nga Tien (Vietnam)	Set-up Coordinator	thiengga68@gmail.com
Lambrini Milona (Cyprus)	Charity Coordinator	lambrini.milona@gmail.com
Lenka Vanickova (CR)	PR Coordinator	lenka.k.vanickova@gmail.com
Mariam Orjonikidze (Georgia)	PR, Social Media	morjonikidze@mfa.gov.ge
Mariam Bilal (Pakistan)	Volunteers	mariambilalas@gmail.com



EMBASSIES ARE INVITED TO PARTICIPATE!

You can look at the pictures or watch the video from one of previous festivals for inspiration and to have a better idea of how it works:

<https://www.dropbox.com/sh/n65kzv0kgpac8ps/AACFZNUIKqsvICX265toKOOja?dl=0>

<https://www.youtube.com/watch?v=26tHvywbjMY>

Let's make it creative, let's make it fun!