

Before

- Attend a party orientation session.
- Pick a date.
- Decide what type of party you'll have.
- Return your Host Commitment form.
- Secure your venue if it's not your house.
- Brainstorm **Come up with a list of potential guests with contact information.
- Send a Save-the-Date email or announcement to your guests to get it on people's calendars.
- Invite your friends and the community. Publicize the event.
- Be direct. Let people know they are attending a fundraiser.
- Make any catering or rental reservations you may need. Music?
- Make a list of supplies you need and start shopping; the party will be here soon.

A graphic in the top right corner featuring the text "Party Planning 101" in a black serif font. The text is surrounded by stylized orange and white illustrations of hands holding various party items like a glass, a balloon, and a ball. The background is a yellow and white diagonal split.

Party Planning 101

Before

- Send invitations to 3 or 4 times the number of your guest list.
- Request and RSVP to help you plan.
- Emails are not a substitute for a phone call. Know your audience. email, text, or call.
- Keep track of who's coming.
- Try out new recipes you might be planning.
- Give a personal touch, two weeks before the event; make personal phone calls to everyone who has not responded. Let the people know that “there is still room.”
- Request a couple of people help you.
- Encourage those who cannot attend to join the effort by contributing.
- Review the suggested script, but use your own words.
- Practice your ask.

A decorative graphic in the top right corner. It features a yellow background with a white diagonal line. On the left, there are stylized orange and white circular patterns resembling party decorations or balloons. On the right, the text "Party Planning 101" is written in a black, serif font. The number "101" is significantly larger than the words "Party Planning".

Party Planning 101