

Sample Event Planning Checklist



Thank you for supporting the work of Women's Global!
We hope this sample checklist will help you in planning a successful event.

As Early as Possible

- Select the date of your event.
- Determine the theme of your event--wine and cheese party, international night, Africa-themed, etc.
- Create a guest list.
- Create a budget and menu.
- Enlist your volunteers.
- Contact Women's Global and tell us your plans!

Four to Six Weeks Before

- Send or email invitations.
- Begin tracking RSVPs.
- Finalize menu. Contact caterer if using.
- Gather Women's Global informational materials. See our website for our fact sheet, powerpoint presentation and sign-in sheet for download.
- Figure out logistics: how much seating will you provide and where, how and where you will serve food and beverages, where you will set up an information table, etc.

One Week Before

- Contact guests whom you haven't heard from.
- Confirm with caterer if using.
- Purchase beverages and supplies.
- Contact and assign individual tasks to your volunteers.

Up to Three Days Before

- Make reminder calls to guests.
- Select music and decorate.
- Set up as much as you can--beverage station, sign-in/information table, etc.

Day of Event

- Prepare food and beverages.
- Have volunteers arrive 1-2 hours early to help with preparations.
- Set up sign-in/information table with sign-in sheets, pens, Women's Global info.
- Put out a basket or plate for donations.
- Set aside some time to gather your guests together so you can talk to them about why you are hosting this event, why you believe in Women's Global, and to ask for donations.
- Have fun!

After the event

___ Send donations and sign-in sheet to:
Women's Global Education Project
P.O. Box 617613
Chicago, IL 60661-7613

___ Send a thank-you note or email to all your guests who attended. Guests who donate will receive a thank you from Women's Global as well.

Event-planning Tips

- Invite more people than you hope will attend.
- Invite guests to bring friends.
- Ask your guests to host events of their own.
- If you are planning an event other than a party--for example, you are collecting pledges to run in a local race, make sure you give your supporters a copy of the Women's Global fact sheet (download from our website) and get their contact information so we can send them a thank you as well.

**THANK YOU SO MUCH FOR HOSTING THIS EVENT ON BEHALF OF WOMEN'S GLOBAL!
Your support will help us bring life-changing opportunities for education to more and more of our sisters living in poverty around the world!**