

Celebrate for CHAnge

Party Checklist:

A good party takes a lot of planning. Follow this step-by-step checklist in the four weeks leading up to your party and stay organized by keeping track of important details.

Four Weeks before the Party

- Choose a location, date and time for your party.
- Make a list of people or groups to invite to your party. Try to brainstorm as many people to invite as you can.
- Decide on your invitation strategy. Will you use your invitations as a fundraiser, where guests make a donation to come to your party? Will they have a set price per invitation or will you give them out and ask for a donation? Decide what you are most comfortable with.
- Will your party be open to everyone in your school or community group, or will it just be for the people on your invitation list? If it is open to everyone, decide how and where you will advertise your party and how people who want to attend can buy tickets.

Three Weeks before the Party

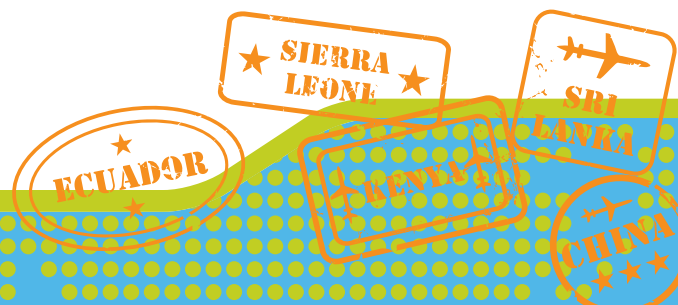
- Read the Ethical Fundraising guide at http://www.freethechildren.com/youthzone/rockinresources/fundraising_tips.htm for tips on planning a socially responsible party.
- Decide what you will serve at your party. Will you provide a meal, snacks or drinks? Will you ask guests to bring anything special to share?
- Send invitations to the people on your guest list. You can use the online invitation tool in your birthday kit to e-mail invitations, or you can print out the invitations and give them to your guests.
- Make sure to include any information in your invitation about what guests will need to bring to the party. For example, if the party is a potluck, explain this to your guests in the invitation.
- If you're having a party that is open to your whole school or community group, advertise in your school or community space. Print copies of the poster in your birthday kit and put them up in places where lots of people will see them.

Two Weeks before the Party

- Decide what fundraisers and awareness activities you will have at your party. Make a list of equipment for each of these activities and make sure you have supplies ready to go by the day of your party.
- Use the guest list tool in your birthday kit to keep track of who is coming to your party. At the end of the week, check to see who hasn't responded to your invitation and follow-up with them.
- For parties that are open to your whole school or community group, organize one final advertising drive. Make smaller copies of your poster and hand them out as flyers to advertise your party. Put up more posters if older ones aren't up anymore.



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One Week before the Party

- Go through your equipment lists and make sure you have all the supplies you need for your party. Remember small details like plates, cups, cutlery, napkins, music, decorations, etc.
- Prepare a thank you speech for the end of your party to tell your guests about your successful campaign and thank your team for their help.

Day of Party

- Decorate for your party. Display your campaign poster where guests will be able to see it and track your fundraising progress throughout the party.
- Make sure everyone who is helping organize the party knows what their responsibilities are during the event. Give each person a written schedule of the events that will take place during the party.
- Set up your fundraising and awareness activities and double-check to make sure you have all the supplies you need.
- Before the party starts, organize a clean-up crew to help once guests have left.
- Remember the most important part of FUNdraising: Have Fun!



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