

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

- Talk with your family to 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 as you can to invite.
- 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.
- Decide if you will ask your guests for donations for Free The Children's projects instead of gifts.

Three Weeks before the Party

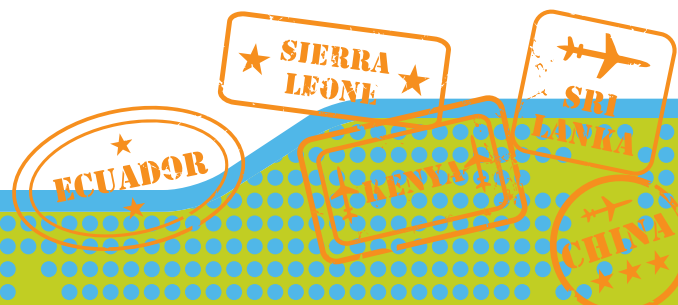
- Read the socially responsible party planning resource in the 'How to' guide to educate yourself before you gather any supplies.
- Decide what you will serve at your party. Will you provide a meal, snacks or drinks? Will you ask guests to bring anything special to share?
- Send invitations to the people on your guest list. You can use the invitations in your birthday kit. If you need extra invitations, you can print them from the YouthZone website.
- If you are asking for donations instead of gifts, include the sample fundraising letter from your birthday kit along with your invitations, so that guests understand why you're fundraising.
- Make sure to include any extra 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.

Two Weeks before the Party

- Decide what awareness activities you will have at your party in order to reach all five countries on the poster. Make a list of equipment for each of these activities and make sure you have supplies ready to go by the end of the week.
- 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.



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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 little things 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 success and thank them for their help.

Day of Party

- Decorate for your party. Display your campaign poster featuring the five countries where guests will be able to see it and track progress throughout the party.
- Set up your awareness activities and double-check to make sure you have all the supplies you need.
- Remember the most important part of a party: Have fun!



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