

The Women Worldwide Initiative



Party Checklist for Hosts

BEFORE Your Party:

1. E-mail Bianca Martinez, Head of Public Outreach, at Bianca@womenworldwideinitiative.org to inform her of your decision to host a party to benefit TWWI. She will ask you to complete a simple application.
2. Once your event is approved, select a date, time and place for your party.
3. Review all the materials in your party packet.
4. Mail or e-mail invitations using the official Women Worldwide Initiative template to all your friends and family! (Note: It's important to use our official invitation. It informs your guests that this is an event tied directly to our nonprofit and legitimately approved by The Women Worldwide Initiative.)
5. Keep track of your guest RSVPs and donations with our donation form.
6. A few weeks before your party, place reminder phone calls or e-mails to all invitees, including those who have not responded. This will increase your attendance.

DURING Your Party:

1. Make sure you have all the appropriate party supplies for your event, including:
 - Snacks & beverages
 - The Women Worldwide Initiative brochures
 - Computer with Internet connection for guests to donate online
 - Sign-in sheet & donation form
 - Anything else you want to make your event unique & fun!
2. Ask guests to sign in as they arrive. This will help The Women Worldwide Initiative recognize and thank those who supported us through your event.
3. Once the majority of your guests arrive, explain to your guests why you wanted to “party like you just *do care*.” Explain why you, personally, support The Women Worldwide Initiative.
5. Ask your guests to donate. Do not be afraid of this. Your invitation has already stated that this is a fundraiser. People are expecting to be asked to give. This is their opportunity to do something in order to help women and girls globally. They will be happy you asked!
6. Direct guests to a computer with Internet access and invite guests to donate online at <http://womenworldwideinitiative.org/contribute/donate>. You should have this page up on the computer during your event.
7. Thank guests for their generosity in supporting The Women Worldwide Initiative’s mission and programs.

The Women Worldwide Initiative



AFTER Your Party:

1. Enter all donations from your party on your donation form.
2. Mail the donation form to:

The Women Worldwide Initiative
Attn: Uraidah Hassani
360 47th Street, Top Floor,
Brooklyn, NY 11220.
3. Send thank you e-mails to all those who attended your party.
4. Remind attendees who have not yet donated that they can do so online at <http://womenworldwideinitiative.org/contribute/donate>.
5. Complete and return your host evaluation form.

THANK YOU!