

# Checklist and Tips for Organizing a Party



So you are at the point where you have decided to host an event to raise awareness and support for a grantee partner of Turkish Philanthropy Funds, what now? Here is a checklist that will keep you organized and focused on your goal. This checklist ensures that you have the support you need to plan, execute and follow up on your event!

## Two Months Before

- Select the date for your party
- Inform TPF that you will be hosting an event or party ([Fill out this form](#))
- Request TPF Material for your party
- Create a guest list
- Create a budget and menu
- Determine what your theme might be, ex: international potluck, movie night, etc. ([Check out some ideas here](#))
- Create a fundraising goal

## Six Weeks Before

- [Adopt-A-Project](#) and Create Your Website
- Send invitations through your page on TPF's website
- Begin tracking RSVPs

## Four Weeks Before

- Finalize menu
- Follow up on TPF materials if you have not yet received them

## One Week Before

- Review RSVPs and call everyone you haven't heard from
- Confirm with caterer or menu planner
- Purchase beverages and supplies
- Assign "volunteers" to welcome and check in guests, restock beverages, replenish food, etc.

## Three Days Before

- Make reminder calls to everyone who plans to attend
- Select music
- Decorate

## Day Of Your Event

- Prepare beverages and food
- Setup sign-in table with pens, contact sheets and nametags (Print out a [Contact Sheet](#) here)
- Set out Turkish Philanthropy Funds materials i.e. annual report, newsletter and brochures
- Set aside a basket or plate to collect donations
- Have fun!!

## The Presentation ([see sample speaking points](#) and [FAQs](#) for more details)

- Gather your guests and present your reasons for hosting the house party and supporting TPF
- Invite guests to ask questions
- Hand out donation envelopes and ask each guest to make a contribution

## After the Event

- Collect all donation envelopes and the contact sheet and send them in one package to TPF

### Turkish Philanthropy Funds

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- Send thank you notes or e-mails to all your guests. All guests who donated will also receive a thank you letter for their tax-deductible donation from TPF
- Send an e-mail to those invited who were not able to attend your event and ask them to make an online donation to your adopted projects on your Personalized Project Page in honor of your party. If they choose to write a check, have them put your name and party name in the memo line.