



HELPFUL HINTS FOR HOSTS

Any size party is a great accomplishment. Our goals are awareness, networking and fundraising. Your dinner could generate \$50 or \$5,000, but you can't raise too much or too little money. Big Bend Cares' client list is growing daily, and we appreciate any amount donated.

Guest Lists:

- Invite people who you feel should know about the local fight against HIV/AIDS, about Big Bend Cares, or who you would like to see get involved.
- Don't limit yourself. If you're thinking of inviting 10 friends, try inviting 15 or 20, so 10 guests attend.

Invitation:

- Do not mention a dollar figure on your invitation. The beauty of this event is that each guest contributes an amount with which they are comfortable.
- Feel free to include a personal, handwritten note to your guests.
- You may want to follow up with a phone call to your initial invitation to ensure greater participation.
- If a guest is unable to attend, encourage him or her to make a contribution anyway.
- All checks should be made payable to Big Bend Cares. If your guests want to contribute by MasterCard or Visa (we cannot accept other credit cards), just fill out the credit card form with the appropriate and complete information.

Planning Your Party:

- Be creative. ***An Evening with Friends*** allows our hosts to be creative and have fun. AIDS is a tough fight; your ***An Evening with Friends*** dinner should not be tough.
- Local restaurants and caterers are donating time and goods to our Dessert Reception. If you are thinking of asking for donations from a particular vendor, please check with Melissa so we do not overburden our community restaurants.

- Save your receipts if you want them for tax purposes. You will receive a letter in the mail from Big Bend Cares to confirm that you hosted a dinner.
- Remember to select a prominent place near your home's entrance to place your Thank You Sign, Big Bend Cares Brochures, Donation Bowl, and Red Ribbons.
- Enlist a "financial friend" to oversee your donation bowl and to make sure everyone has a Red Ribbon. This will free you to better serve your guests.

Dessert Reception:

- The Dessert Reception is from 9:00 – 10:30 p.m. Eastern Time on March 1 at Chez Pierre – 1215 Thomasville Road in Tallahassee.
- All dinner guests will have a red ribbon for their complimentary admission to the Dessert Reception; if they lose their ribbon, they can just let the person at check –in know that they attended your dinner.
- Remind your guests that they do NOT have to check in at the Check-In Table. This is for Hosts only. We want to avoid any lines so everyone can begin enjoying the desserts.
- Be sure that you and any co-hosts check in at the dessert reception.
- Persons not attending a dinner are welcome to attend the Dessert Reception for a \$20 donation. There will be a Check-In Table at the Dessert Reception for those who did not attend a dinner.

Miscellaneous:

- If you need anything or have any questions, call or email Melissa Walton at 656-2437, extension 225, mwalton@bigbendcares.org or Diana Slater at 656-2437, extension 301, dslater@bigbendcares.org.
- Big Bend Cares is a 501(c)3 nonprofit organization. Donations to Big Bend Cares are tax deductible as allowed by law.
- Big Bend Cares sends a thank you letter to all **An Evening with Friends** donors. For this reason, it is very important that you complete and turn in your Guest List. Without the completed Guest List, we cannot thank your guests as they deserve to be thanked.
- If possible, please take pictures at your dinner – we would love to have copies for our promotional materials!