

Welcome!

Hello and thank you for your interest in hosting an event to support Women for Women International!

We have found that events like the one you are about to hold are the best ways to get the word out about helping women survivors of war rebuild their lives, families and communities. Our supporters have found these events to be a rewarding way of getting their community to build a stronger community in a nation ravaged by war.

Please know that all you do allows us to continue to provide services and support to tens of thousands of women around the world.

You are about to become part of a movement and change your life forever. One woman can change anything, **many** women can change **everything**.

Hosting an event is easy and rewarding. And, I will be with you every step of the way!

Regards,

Patty Pina

Let's go through the steps:

Step One: Read these instructions and begin to plan your event

Step Two: Decide on where you want your event and the date. Make your list of invitees and send invitations

Step Three: Host your event and know that you are making a big difference in many women's lives!

Your Event Kit

This Event Kit Overview is designed to help you host a successful event. This overview includes helpful checklists, timelines and tips. Of course, you know your event and community best, so please feel free to pick and choose the parts of this overview that are applicable. And if you come up with good ideas, please let me know!

If at any time you have questions or need additional information, please do not hesitate to contact me at 202-521-9641 or ppina@womenforwomen.org.

Here's to a motivating and life changing event!

Pre-Event Planning

This is an example timeline and checklist for planning your event. Depending on what you want to do for your event, you may not need to follow all the steps below.

Please don't forget to contact me as early as possible so that we can help you organize your event.

4-8 Weeks Before Your Event

- Give me a call or send an email to inform me about your event and obtain support materials including our video and information packets.
- Decide on your venue. You can host the event at your house, have a brown bag lunch in your office or meet at your library, school or community center.
- Create a guest list for invitations and for follow up after event.
- Design and print or email your invitations. You may also want to use your email or a website such as Evite.
- Send a "Save the Date" email to everyone on your guest list – it can help increase turn out at your event.

2-4 Weeks Before Your Event

- Mail and/or email invitations.
- Plan for food or drink. This can be as simple as tea and cookies or potluck, or as elaborate as you would like. Women for Women International can provide you with a tax receipt for any food you purchase for the event or for any food donated.

One Week Before Your Event

- Send a reminder email – I can provide you with a specialized link that you can include in your email that can track any donations made to your event.
- If you need more brochures, you can [print more](#) from here!

The Event Schedule

Below is a sample schedule for you to review and adapt to what is appropriate for your event.

Sample Event: 6:30 to 8:30 PM

6:30 – 7:00 PM

Guests arrive and mingle

- Serve appetizers and drinks
- Display the enclosed sign up sheet for guests to provide their contact information and receive more information about Women for Women International. Print as many [sign-in sheets](#) as you will need depending on the number of guests.

7:00 – 8:00 PM

Discussion of Women for Women International, what it is and how it helps so many women across the world

- Thank guests for coming and tell your story about how you became involved with Women for Women International. For more information on Women for Women International check out our [talking points](#).
- Show the Women for Women International's Video. The video is approximately 7 minutes long.
- You may also want to use the ["Story Cards"](#) and take turns reading them out loud to give people a better idea of what women survivors of war are facing.
- Following your discussion, provide ideas about how you and your guests can get involved with Women for Women International. Some ideas are:
 - Sponsor a woman for \$27 per month
 - Make a one time donation to support our program
 - Make a donation in honor of someone

8:00 – 8:30 PM

Event Wrap Up

- Encourage your guests to sign up to sponsor a woman or make a donation before they leave if possible. You may want to have a specific ask, i.e. everyone gives \$20 or you may want to create a group goal for the event. They can also sign up to receive more information and take any materials home with them.
- If your guests want to make donations, please make sure to collect all of the donors' contact information so Women for Women International can send them a tax receipt and a thank you message. You can send the donations to us in an envelope at the address below.
- If your guests write a check, make sure they are in US dollars and are payable to Women for Women International. Credit card donations can be made using our form on the enclosed envelopes.

Remember – you should format the event to what’s the most applicable to your community and guests.

Event Follow Up

- Send all donations you collected in an envelope to the following address:

Women for Women International

Global Support Center, Att. Events

PO Box 9224

Central Islip, NY 11722-9224

- Be sure to include:
 - Any donations you collected. Please provide all contact information for any donors who attended the event. Women for Women International will update everyone who signed up at your event to receive information on our programs and will send a tax receipt and thank you letter to those who made donations.
 - If there is anyone who needs a special acknowledgement, such as a local vendor who may have donated food for the event let me know so we can thank them as well.
 - Your sign up sheets
 - Any unused materials
- Send a personal thank you to your guests

Once again I would like to thank you for hosting your special event and for informing your community of what’s happening to women in war. Your time and effort are truly appreciated. Together we can make a difference in the lives of women survivors of war.