



Meet and Greet Checklist

Thank you for your interest in hosting an event for our campaign

Purpose: Invite your friends and neighbors to meet David in a casual setting with other like-minded people and support him financially and through volunteering

HOST:

If this is your first-time hosting, consider a jointly hosted event

The host provides the venue

Hosts provide refreshments of their choice

Date, Time and Location of Host's choosing—day or evening, weekday or weekend

Create your list of people to invite—friends, family, neighbors, coworkers, like minded individuals, members of your social or volunteer groups

List should be 75-100 to ensure 30+ attendees

Provide list of invitees to Campaign

Email, print, post, EVITE—whatever you need to do to reach your network

Invitations should be sent 3 weeks in advance with reminders sent one week out and last reminder of "tomorrow"

Ask for RSVP NLT 2 days so you can plan for refreshments

The invite should include a suggested donation, but it is not necessary

Provide nametags for guests

Identify a space for placement of campaign materials

Communicate with Campaign

CAMPAIGN:

Communicate with host to ensure successful event

Campaign will provide literature, marketing items for event

Campaign will provide sign in sheet

The campaign team is happy to provide as much support as you need to host a successful event

A member of the campaign will do the fundraising ask at the end of the event should the host prefer not to ask

INVITATION CHECKLIST

Every invitation, digital or printed, should include:

- Host name
- Date and time
- Location
- Parking information
- RSVP instructions
- Suggested contribution
- Contact info for questions
- Authorization/disclaimer language as legally required

Digital invites should include link to RSVP and link to where people can donate

Printed invites should include RSVP Card, contribution envelope and instructions for digital responses

Finally, Host will need to complete IN Kind donation form (copy provided)

To host a Meet and Greet, contact David's campaign at: david@drdavidsink.com