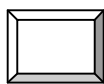




# SFWAR Benefit Party Planning Checklist

These five steps can guide you to organize smoothly and host a great event!



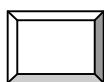
## Step 1: Choose a Location

To be completed by: \_\_\_\_\_

Keep it simple! A huge, sparkly venue does not always mean a more successful party. The easiest place to have an event may be:

- Your apartment or house
- A friend or family member's apartment or house
- Your community center or church
- A café or restaurant
- Outdoors at a park

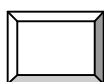
Keep in mind the nature of the event, your guests, the accessibility of the place, and your budget when choosing a location.



## Step 2: Pick a Date

To be completed by: \_\_\_\_\_

Choose a date that gives you enough time to accomplish the next 2 steps, works with your chosen location, and the majority of people you are planning to invite. Also choose a time, considering if you want to hold a daytime or evening event.



## Step 3: Plan the Event Details

To be completed by: \_\_\_\_\_

This is the fun part! Here are some things to consider:

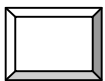
- Your Fundraising Goal:

Set a goal of how much money you want to raise through your party. Consider how many people you're inviting, how much will be donated per person, and what fundraising strategies will be effective.

- Fundraising Strategy:

People are often more comfortable giving when approached with options, for example: cover charges, raffles, personal asks, donation forms, donation jars, silent auctions, drink tickets, matching amounts, etc.

- Theme:  
Is there a theme? The options are endless!  
From dance party to brunch, costumes to tasting competitions, this is your opportunity to bring all the things you love together. Perhaps you want to show a film, celebrate your birthday, or serve a particular cuisine. Themes can involve what you wear, what you do, what you eat, where you're hosting, or how you're fundraising.
  
- Materials:
  - What is your budget?
  - How are you setting up the space to accommodate your guests? Are you using decorations? Will there be music?
  - Are you providing food and drinks?
  
- Party Timeline:
  - Guest arrival: SFWAR provides sign-in sheets to collect contact information
  - What time do you want to dedicate to mingling, activities, or eating?
  - The Ask: Present on SFWAR services. Let your guests know why you think SFWAR is important and give them the opportunity to invest in local direct services. SFWAR can provide you with tips for your ask.
  - Offer a final thank you for everyone's support and presence
  
- Do you want a SFWAR representative to attend your party to bring materials, answer questions, and assist you in informing your guests about SFWAR services?



## Step 4: Invite Guests

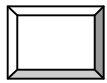
To be completed by: \_\_\_\_\_

Create a guest list and send invitations to your friends, family, coworkers, or members of groups you're involved in. Consider if you want to invite people through email, a social networking site, by phone, or by mail. Recruit co-hosts

to help you spread the word and invite their contacts. The general rule is to invite *four times* the amount of people you want to attend- really!

Some information your invitations can include is:

- Describe the nature of the event. Let them know it's a fundraising event- you may want to include your fundraising goal, and/or strategies for fundraising such as a matching donation, an entry donation, a donation for a cup for drinks for the event, etc. Remind them to bring their checkbooks/cash/credit cards to make donations.
- Encourage people in your invitations to make a donation even if they aren't able to attend your party.
- Directions to the location, including parking or public transit info
- Date, start and end time
- Let your guests know if your party is themed, if you have any activities planned, and what you'll be providing
- RSVP deadline (if applicable)
- Contact information



## Step 5: Have Fun Investing in the Healing of Your Community!

Benefit parties can be an empowering opportunity for you and your community to safely talk about violence and its impact on your daily lives. Many people want to get more invested in local services but don't have the avenues to do so. Hosting a party can be a great way to make people feel comfortable learning about and giving to an established, community-based rape crisis center.



## Identify Someone to Host the Next Benefit Party

Keep the benefit party campaign momentum in motion by identifying someone else to commit to hosting their own SFWAR benefit party. Perhaps there is a guest who really enjoyed attending and wants to do more? Connect them with SFWAR and we can work with them to plan their own benefit.

We can support you with brainstorming and planning, invitations, SFWAR information and materials, your donation pitch, and a SFWAR representative can attend your party!

For more information and support, contact:

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