

NAME: _____ CAUSE: _____ EVENT: _____

PHILANTHOPARTY CHECKLIST

1) THE PLANNING

RECRUIT CO-HOSTS (OPTIONAL)

-Pick friends with varied strengths to increase the fun!

- The Organizer - this person deals with the planning and details.
- The Foodie - A perfect job for food lovers everywhere. They plan the menu!
- The Photographer - Having pictures of your party is crucial!
- Cheerleaders - The life of the party! Cheerleaders spread the word about the cause and help with setting up and taking down.

PICK A DATE

-It can be hard finding free time in your calendar. So why not take a look at what's already there! Is there a gathering or holiday or event you're already planning? You can always give that event a twist to turn into a PhilanthroParty.

-If you want to plan a PhilanthroParty from scratch, that's awesome too! Just make sure you pick a date at least 3 weeks in advance for larger parties.

MAKE INVITATIONS

-Send out invites at least 2 weeks in advance. If your party is taking donations, consider online invitations that offer a donation icon so guests can donate in advance. Punchbowl.com is my favorite because even if guests can't come, it still gives them the option to donate.

INVITE A REPRESENTATIVE (OPTIONAL)

-If you're supporting a local cause, invite a representative from your chosen charity. It's an awesome way to raise ultra awareness! Sometimes larger global organizations have representation in your area. Do some research. Make some calls.

POSTERS AND VISUAL AIDS

-Make posters with facts about your cause and hang them around your party space. You want to educate your guests but you don't always want to stop the fun with a speech. Visual aids will raise awareness while you are partying with no break in the action.

2) SPREAD THE WORD!

PUBLIC RELATIONS

-Tell people about your awesome party! It'll inspire more PhilanthroParties and raise awareness for your cause.

-Email local media. Even if your party is small, think big! News sources love to feature awesome work being done in their communities. PhilanthroParties are a new idea that lots of people want to hear about.

START AN ONLINE CAMPAIGN (OPTIONAL)

-Online campaigns let friends and family participate even if they live far away or cannot attend. Set up a fundraising page. Keep it going for a few weeks after your PhilanthroParty. Even if people can't donate, you are spreading the word about PhilanthroParties and helping us change the way people think about parties and giving.

PICTURES AND VIDEO

-Document your party and the impact you made. Sharing your media's the best tool for encouraging others to party with a purpose!

-Email your pictures and videos to me at lemonaidwarriors@gmail.com. I'd love to hear about your party and feature your work!

WRITE ABOUT IT!

-Images are powerful but so are words. Post about your success online, or maybe write an article in your school's paper.

-Tell your chosen charity about your PhilanthroParty. See if you can guest blog on their website.

SCHOOL COMMUNITY SERVICE HOURS

-Many schools require a set amount of community service hours. Contact your school and get permission to grant your volunteers community service hours for planning, setting up, and cleaning up.

THANK YOU CARDS

-These are a must! Paper or electronic both work.

-Calculate the impact of your party so everyone can share the success.

EXAMPLES

Having trouble coming up with your own PhilanthroParty? Here are some examples!

CAUSE	EVENT	ACTIVITY
Water Crisis	Birthday	Ask for donations to fund wells instead of birthday presents.
Hospitalized Children	Valentine's Day	Make inspirational cards for a children's hospital.
Homelessness	Sleepover	Ask guests to bring in gently used blankets for a homeless shelter.
Education	School Dance	Talk to your student council about accepting school supplies for admission to the dance
Environment	Beach Day	Trash scavenger hunt! Award prizes for the most bottles, plastic, metal, etc.
Hunger	Summer BBQ	Guests bring 5 cans each for a food bank.