

House Party Timeline:

- ✓ 5-8 Weeks Before Party
 - Determine who you will invite, what kind of gathering it will be (including what food or drinks will be needed), when the date is going to be, and where you will have the party
 - Create the guest/invitation list
 - Find a friend or two that will help put it together
 - Develop a budget so you know how much you will be willing to spend
 - Contact Guiding Light Orphans to arrange Jolly and/or Kurt hopefully coming to speak and present at your party

- ✓ 4-6 Weeks Before Party
 - Mail invitations and insist on RSVP's
 - Make sure the address and any other information about the party is on the invite (i.e. If it's a potluck, make sure they know!)
 - Reserve any equipment or the space that you are going to use

- ✓ 2-3 Weeks Before Party
 - Follow up with those invited to encourage their attendance
 - Ask friends to bring things if necessary

- ✓ 1-5 Days Before Party
 - Print donation forms and sign in sheets
 - Make reminder phone calls to guests, including ones that haven't RSVP'd
 - Obtain any rented equipment or do any food or beverage grocery shopping
 - Designate an area with a table, pens and envelopes for donations

- ✓ The Day of the Party!
 - Have friends/volunteers come early to help with setup (have refreshments or gifts for volunteers)
 - Set up materials (pens, envelopes, etc.), name tags, donation box, refreshments and/or food
 - Set up a sign and turn on any outside lights
 - Have a place for guests to put coats and other belongings
 - Arrange your space to accommodate the type of event effectively

- ✓ After the Event is Over
 - Total up the amount of money that was raised and send the money and donation forms to Guiding Light Orphans Inc. at 25 Bailey Rd. Suite 4 Avon, CT 06001.
 - Send thank you notes to your guests thanking them for attending and donating to GLO. Be sure to let them know about the total of money that they raised by attending your party and to consider throwing one of their own too!