

During

- Make sure your location is marked with balloons or a sign.
- Provide name tags for guests.
- Display posters, photos, CAIN information. (CAIN will provide these items)
- Personally greet the guests.
- Socialize and enjoy your guests and party. Have fun!
- Give your presentation from the heart.
- Don't be afraid to ask for a donation.
- Ensure that the “ask” commitment form cards are distributed to those who attended the event.
- Lead by example; fill out your commitment card.
- Encourage a few friends right after you make the ASK -- motivating others to do the same.
- Thank everyone for coming and thank them for their support.
- Offer to answer any question they may have. Sometimes addressing their concerns will result in a donation, or they may give in the future. “No” now is not necessarily “No” forever.

Party Planning 101

