



HOST CHECKLIST

- Ensure you have the following materials in your **Host Packet**:

Invitations	Guest List Tracking Form
Helpful Hints	Thank You Sign
Red Ribbons	Big Bend Cares Brochures
Contributions Envelope	Credit Card Form

- Please read your **Helpful Hints**. These tips will help make your party more enjoyable for both you and your guests.

- Complete your **Guest List**.

- Address your **Invitations**. Include **your** phone number in the space provided.

- Follow up with all invitees and track responses on your **Guest List**.

- Make the **Dessert Reception** the talk of the town! Talk it up at work and on the street. Persons not attending a dinner party are welcome to join us at the **Dessert Reception** for a \$20 donation.

- Select a prominent place near your home's entrance to place your **Thank You Sign, Donation Bowl, and Red Ribbons**. This makes collecting donations easy and eliminates the embarrassment of asking guests for their contributions.

- Instruct all guests to keep their red ribbons for the **Dessert Reception**. This will serve as their admission to the event.

- Place all donations and your finalized **Guest List** in the provided **Contributions Envelope** and bring it to the **Dessert Reception**.

- Upon arriving at the **Dessert Reception**, check in at the **Host Check-In Table**. Only Hosts need to check in. We will collect your **Contributions Envelope** at this time.

- Enjoy the **Dessert Reception** and Thank You!!