

# Host Checklist:



## Before the Dinner:

- Set the date for your event - make sure your guests have enough notice!
- Invite your guests - a very important step when hosting a dinner party, only invite as many people as you can cater for!
- Figure out your theme - use the decorations provided or create your own to raise your dinner party to the next level
- Create a menu - 'Raise your Fork for Research' is all about promoting healthy eating so whether you're hosting a dinner party or high tea remember to add some greens or fruit to the plate!
- If you have social media accounts, use them! Post about your dinner to gain more interest and use as a reminder for your invited guests Consider setting up an event page.

## On the Day:

- Set up your space - set your table, put up your decorations and assemble your donation box to make it easier for your guests to donate.
- Prepare your food - make sure you have all the ingredients on hand.
- Have fun and raise funds! After all the preparation you've put in enjoy the night with your guests.
- Thank your guests - when the event is over make sure to thank your guests for coming, their generosity and keep them updated on the how much everyone was able to raise on the night!
- Bank your donations- details found on your "Sending us your donations" form

