Checklist for Hosting a Sharing Spirit in Action House Party

Thank you for your interest and dedication to supporting families in Africa through Spirit in Action. This checklist is designed to guide you through all the steps of planning and hosting your event. We will be holding you in prayer as you plan for this meaningful event.

Two Months Before
- Choose a date and time for your event (2 hours is a good length of time for your event)
- Contact Spirit in Action to let us know that you want to hold an event and we’ll send you a Sharing Spirit in Action Planning Packet
- Create a guest list (plan to invite about twice as many people as you hope will attend)

Six Weeks Before
- Send or email invitations, requesting RSVPs
- Review the materials in your Planning Packet
- Consider what you want to share with the group about your relationship to SIA and our work in Africa (See presentation guide in Planning Packet)

Four Weeks Before
- Decide on food and beverages
- Test your technology (Will people be able to see the DVD? Try the DVD in your player.)

One Week Before
- Review RSVPs and call people who haven’t responded yet
- Purchase food, beverages, and supplies
- Ask friends to help welcome people and help with food
- Pick some fun, Africa music (check your library for CDs!)
- Prepare your presentation (read some blog posts for more stories; see suggestions in the presentation guide)
**Day of Event**
- Prepare beverages and food
- Have your volunteer friends arrive before the event starts to help you set-up
- Set up a table with pens, sign-in sheet, and nametags
- Set out Spirit in Action materials (brochures, newsletters, photo poster)
- Set aside a basket or plate where people can leave donations
- Have fun!

**After the Event**
- Collect any donations and the sign-in sheet and send them to Spirit in Action at PO Box 3384 Santa Cruz, CA 95062
- Send thank you notes or e-mails to all your guests. Anyone who donated will receive a thank you letter and receipt for their tax-deductible donation from the SIA office
- Get in touch with SIA to let us know how it went

*We are so grateful for your commitment to helping people around the world improve their lives through self-help projects and small businesses. Thank you for being an essential part of the Spirit in Action global network!*