

ANGELS IN THE DUST



Party Planning Tips

Prepare in Advance

- Choose a date that you know will get the maximum attendance.
- Consider asking a few friends or colleagues to help you plan. You can even list them as part of the "host committee" on the invitation.
- Mail invitations at least three to six weeks in advance and ask for an RSVP.

Be Creative

- The event does not have to be a dinner; it can be a brunch, wine tasting reception, fondue party, tea party or any other creative gathering idea.
- The event can be in your home, at a restaurant, at your church or any other community venue.

Keep Costs to a Minimum

- Get food and other materials donated. You would be surprised how many companies, restaurants, florists, party stores, etc.. are willing to help.
- Have a potluck meal and invite guests to bring a dish. Make sure to coordinate who brings what so you do not end up with all desserts!

Generate Turn-Out

- A week or two before the event, call people you have not heard from and encourage them to attend.
- A few days before the event, call those who have said they will come to remind them of the date and time and to make sure they have directions.

Provide Information

- Show the *Angels in the Dust* VHS/DVD, read or hand out Marion's letter from the Web site, "*A Day at the Orphanage*," as well as additional information such as Director's Statement, etc.,
- Consider inviting a speaker, such as a doctor or HIV/AIDS worker, who can speak about the effects of AIDS/HIV firsthand. Naming a speaker on the invitation will also help with turnout.

Raising the Money

- Set a fundraising goal (\$100, \$300, \$1,000, \$5,000, etc.), and **don't be afraid to ask for money**. People will appreciate your appeal for a good cause!
- Offer people the opportunity to donate funds, through their written RSVP, whether or not they can attend the event, or at the event. Passing around a hat or leaving a basket by the door also works well.

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