



One By One Giving Circle Checklist

Thank you for participating in *Step Up for Women: A Season of Giving Circles!* This checklist is to help ensure that you have the support you need to plan, host and follow up on your Giving Circle. We offer this suggested timeline to help you anticipate the steps involved in preparing for your gathering--but the music, food, and decoration that you select (or choose to forego!) is up to you! Please feel free to **contact us** if we can assist you in any way.

Two Months Before

- Select the date for your gathering.
- Register your Giving Circle in order to receive materials from One By One that cannot be downloaded, and to give your guests the option of donating online.
- Create a guest list.

Six Weeks Before

- Send invitations.
- Begin tracking RSVPs.
- Review all materials in the **Giving Circle Tool Kit**.

Four Weeks Before

- Review **Movie Selection Guide** and choose the DVD you would like to show at your Giving Circle. **E-mail** or call us at 206-297-1418 with your DVD choice.
- Map out party logistics. (If showing a DVD, will everyone be able to see? Will everyone be able to hear? Where will you stand to present?)

One Week Before

- Review RSVPs and call everyone you haven't heard from.

Three Days Before

- Send reminder emails to everyone who plans to attend.

Day Of Event

- Set up a sign-in table with sign-in sheet, pens and name tags.
- Set out One By One materials: Obstetric fistula and One By One overview, FAQs, donation envelopes, selected DVD.
- Greet guests and help them sign in.
- Set aside a basket or plate to collect donations.
- Have fun!!

The Presentation (See **Giving Circle Host Guide** for more details.)

- Gather your guests and invite them to introduce themselves. (See sample speaking points in

Giving Circle Host Guide for approaches to inviting guests' introductions.) Present your reasons for hosting your gathering and supporting One By One.

- ___ Show the DVD.
- ___ Invite guests to ask questions.
- ___ Hand out donation envelopes and ask each guest to make a contribution.

After the Event

- ___ Collect all donation envelopes and the sign-in sheet and send them in one package to One By One:

One By One

4041 Roosevelt Way NE, Suite C
Seattle, WA 98105

- ___ Send thank you notes or e-mails to all guests. All guests who donated will also receive a thank you letter for their tax-deductible donation from One By One.
- ___ Send an e-mail to those invited who were not able to attend your event and ask them to make an **online donation** to One By One in honor of your Giving Circle. If they choose to write a check, please invite them to put your name and "Giving Circle" in the memo line.