Check list

☐ **Make Contact**

Create a list of potential guests. Think about friends, family members, co-workers, or neighbors who may be interested in EBC's mission. Then contact those potential guests. Also, check out our tips on guest recruitment! Included in this toolkit documents: guest worksheet, sample emails, and tips.

☐ **Guest List Registration**

When you have recruited your guests, including who may still be thinking about this opportunity, you have two options on how to submit their names, addresses, and phone numbers. Option (1) Enter your guest list yourself—coming soon! Option (2) Complete the fill-able guest list sheet and send to Kim at development@babycorner.org by October 28th (November 1st last day to substitute names).

Note: You can also just email your guest list to the same email with the same information requested in the guest list sheet.

☐ **Coordinate Dietary Information**

Let your guests know that if they would prefer the (1) vegan, gluten-free meal choice instead of the (2) luncheon dish, to please let EBC know by November 1st. They can either email us at development@babycorner.org or call (425) 372-7533. You also can collect and share your table's special dietary preferences yourself to share with us.

☐ **Communicate Expectations**

Let your guests know that this luncheon is a fundraiser. There will be a special request for donations during the program. Knowing ahead of time makes it a lot more comfortable for you and your guests. Here is more information on this portion of the program.

☐ **Remind Your Guests**

It is important to check-in with your guests the week prior to *THRIVE Benefit Luncheon.* Remind them how much fun it will be to see each other in-person for the first time in years—*and* about the mission and life-saving services. Check out our sample emails for inspiration.

☐ **Post-Luncheon Follow-up**

All guests will receive a thank you letter from EBC (day-of). You may also want to send a thank you note to your guests for supporting EBC, and extend your wish that they continue into the future.