



Check list

o **Make Contact**

Create a list of potential guests. Think about friends, family, co-workers, or neighbors who might be interested in KidVantage's mission. Then contact those potential guests using our sample emails. Check out our tips on guest recruitment and these links: [recruitment worksheet](#), [sample emails](#), and [tips](#).

o **Guest List Registration**

When you have recruited your guests, you will have two options for guest registration. Use the one that works for you! You can either **(1)** collect their information yourself (names, addresses, email, and meal preference) using our [fill-able guest list sheet](#) and send to Kim at development@KidVantageNW.org. Or **(2)** you can make a link available for your guest to register themselves—Kim will email the link to you as soon as it is live! (end of June). All registrations due by October 30th.

o **Special Dietary Information**

If your guests have any special dietary needs that are not covered in the current options, please let us know by October 30th at development@KidVantageNW.org or call (425) 372-7533. This helps us accurately submit meal totals to our venue, due on November 1st.

o **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.

o **Remind Your Guests**

It is important to check-in with your guests the week prior to the Luncheon. Remind them how much fun it will be to see each other—and about the KidVantage mission and life-saving services. [Check out our sample emails for inspiration](#).

o **Post-Luncheon Follow-up**

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