

Party Checklist

Two Months Out

- Choose a date, time and location
- Give Pride Foundation a heads up about your plans
- Start planning your invite list

One Month Out

- Send your invitations
- Request Pride Foundation swag
- (If you're ordering food), reach out to your preferred vendor—ask for their availability and confirm how far out you'll need to place your order
- Plan to borrow or rent extra seating and/or tables if you think you might need them

Two Weeks Out

- Plan your menu and create a shopping list
- Follow up with anyone who hasn't responded to your invitation
- Plan who, if anyone, will be speaking at your event

Week Of

- Go shopping for supplies: food, drinks, décor, serving wear, etc.
- Print out sign-in sheets, donation instructions, and any other materials
- Send a reminder email to everyone who has RSVP'd yes

Day Before

- Prep any food that can be prepared ahead of time
- Make sure your space is ready to go—if you're hosting at home, now's the time to tidy and to rearrange your furniture to make space for your guests to mingle
- Test out any tech (like music or a video/slideshow setup, if you're using one)

Party Day

- Finish setting up your space
- Set out food and drinks
- Set up a sign-in table with swag and a sign-up sheet, so that we can keep in touch with your guests after your party
- Snap a few photos
- Have fun!

Post-Party

- Send a thank you email to your guests
- Send us an email to let us know how it went: elan@pridefoundation.org
- Send your sign-in sheets and any donation envelopes you collected to:

Pride Foundation
Attn: Elan Robinson
2014 E Madison St. Ste 300
Seattle, WA 98122

Supplies Checklist

- Food
- Drinks
- Plates
- Utensils
- Cups
- Napkins
- Plenty of seating and tables
- Sign-in sheets
- Nametags
- Music
- Pride Foundation info materials*
- Donation envelopes*
- Pride Foundation swag (pens, stickers, etc.)*

* We can provide these items—just ask!