## 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

<table>
<thead>
<tr>
<th>Food</th>
<th>Sign-in sheets</th>
</tr>
</thead>
<tbody>
<tr>
<td>Drinks</td>
<td>Nametags</td>
</tr>
<tr>
<td>Plates</td>
<td>Music</td>
</tr>
<tr>
<td>Utensils</td>
<td>Pride Foundation info materials*</td>
</tr>
<tr>
<td>Cups</td>
<td>Donation envelopes*</td>
</tr>
<tr>
<td>Napkins</td>
<td>Pride Foundation swag (pens, stickers, etc.)*</td>
</tr>
<tr>
<td>Plenty of seating and tables</td>
<td>* We can provide these items—just ask!</td>
</tr>
</tbody>
</table>