



The Down & Dirty KFTC - HP/Friendraiser Cheat Sheet

Host: Do I want to host this event alone or should I pull 3-4 other folks into the mix and add their circle of friends as well?

Location: Where can we have this event? _____

Date: _____ **Time:** (Generally a 2 hour event) _____

Step 1: Secure host/co-host

Step 2: Secure location – preferably a free one, someone’s home, friendly business or community space, church fellowship hall

Step 3: Set date & time; think at least 3-4 weeks out

Step 4: All hosts sit down and come up with their invitation lists, then combine – you’ll get about 1/3 of the people you invite so invite LOTS of people. Your family, friends, and neighbors – People you know from Church, work, political clubs, rotary clubs, bingo, or basketball practice – be creative, you’ll be surprised how many folks you k now.

Step 5: Work with your organizer and get all information to Michael in Berea so he can work up the invitations and get them in the mail about 2 weeks before your event.

Step 6: Work with your organizer or Michael about who will speak as part of the program. You’ll want to give an update on what’s happening locally in your chapter, and 1 or more of the hosts should say a few words about why KFTC is important to them and why they invited you all out to be apart of it. You may also choose to add some entertainment to the evening like a couple of musicians or a reading by a local writer.

Step 7: Follow up the week before the event to everyone who hasn’t responded yet; give a quick call and encourage them to come – and if they can’t come encourage them to send in a few dollars to support KFTC anyway!

Step 8: Refreshments – anything from coffee and cookies to a potluck dinner! It’s up to you. People enjoy a little refreshment in their socializing but never let the fear of needing to put out a buffet keep you from having an event, they’re coming because you asked them to – not for the free meal. Also think about local businesses who might donate coffee, drinks, desserts, or other food items for the event. A simple ask is often all it takes – you’d be surprised how many businesses welcome the opportunity to give back to the community.

Step 9: You’re all set – Open the door and have a great time!