



Things to know to host a successful Gay Games VII Party

- I. Pick a date for your party.
- II. Make your guest list. Try to invite as many people as possible.
- III. Send your invitation – it should make it clear that the party is about raising money. Tell your guests that there will be a presentation, and remind them to bring a checkbook or credit card.
- IV. Make reminder calls to your guest list.
- V. Prepare for the party – print out donation and registration forms (just download them from the website), plan the food, and set up your TV and DVD player so that everyone can see and hear. Have plenty of pens on hand so people can fill out the donation and registration forms.
- VI. At the party – mingle with your guests. Then when everyone has arrived, gather the group and play the Gay Games DVD and/or make your presentation.
- VII. After the DVD presentation, talk a little about your personal commitment to the Gay Games and your reasons for participating. Then give your guests time to ponder their commitment and fill out donation forms.
- VIII. Thank everyone for coming. Let everyone know how much was raised when the evening's over. Privacy envelopes are included for those using credit cards so their information is secure. Place their forms in the envelope and seal.
- IX. Should you receive cash, please collect that and write your own personal check to Chicago Games, Inc. Please don't send cash. Mail all donations and registrations to the Gay Games office immediately. We have included a FedEx mail form and an envelope. Drop it in any FEDEX box or at a FEDEX/Kinkos.
- X. Let us know who attended and donated so that we can send thank you notes, an IRS letter and a commemorative GGVII pin.