



EVENT PLANNING GUIDE

Host a Dinner

Seeing as how UWP got it's start when our founder crashed a neighbor's barbeque, it seems fitting that one of UWP's favorite ways of building relationships and introducing new people to UWP is through hosting and eating. Hosting a dinner party with a few friends or having a fundraising event at your favorite restaurant are great ways of connecting with people in a casual but relational setting and sharing your passion for UWP.

THE HOW

This sort of event can be done on your own or co-hosted with UWP. You could...

- 1.) Host a dinner party with the goal of sharing your WHY - why water, why UWP, why you are involved, etc.
- 2.) Host an event or benefit at a local event space, gallery or restaurant - set a fundraising goal, invite your friends, run a raffle or auction - get creative!
- 3.) Have people you'd like us to meet? Host a mixer or cocktail party! We love connecting with new people and sharing about the work of UWP and how people can get involved

UWP EXAMPLE

Dine for Water

Each year we host an event with a co-host (or co-couple) we call Dine for Water. We host the event at one of our incredible local restaurants and it's one of our favorite events of the year. We designed Dine for Water to provide an opportunity to bring together a connected set of relationships, both familiar and new to UWP, for a classy, engaging, fundraising dinner that provides a casual introduction to UWP while being relaxed and fun. The event is built around the following pieces: a Red & White wine reception, four-course meal, silent auction, a UWP call to action, and raffle prizes. Our co-hosts set a specific goal for the event and through corporate sponsorship, a call-to-action during the event, and our raffle and silent auction, we are able to provide a tangible impact for everyone at the event by funding specific water projects for communities in Uganda that very night.

HOW TO GET STARTED

If you need help getting started, here are a few steps you can take...

- 1.) Reach out to us! We love helping people create incredible events and are able to answer any questions you may have about the process
- 2.) Decide if you want UWP's involvement - we're always here to provide resources, media, etc. but first figure out if you'd want to co-host an event or do it on your own
- 3.) Think about the best fundraising or benefit events you've been to and how to incorporate those aspects into your event
- 4.) Think of a tangible goal - whether it's getting 3 people to join you as a monthly donor, funding a water project, or connecting us with people you think we should know



EVENT PLANNING GUIDE

Host a Dinner

NEXT STEPS

If you're ready to get started planning your event, here are a few things we think are helpful to think about...

- *Timeline*
 - Be sure to give yourself enough planning time
 - While it depends on the size and extent of your event, we typically recommend a 3 month planning period
- *Event size*
 - How large of an event do you want to have?
 - What is the capacity you could have at your house, in your backyard, at a restaurant?
- *Guest list*
 - Who is on your guest list?
 - Are there key individuals or friends you want to introduce to UWP?
- *Date & location*
 - When and where do you want your event to be?
 - If you already have a location where you have an existing relationship, reach out to them!
- *Food*
 - Are you cooking yourself, catering, doing a potluck, hosting at a restaurant?
 - Do you want hors' d'oeuvres, a meal, dessert, cocktails?
- *Goal*
 - What do you want your impact to be and who are you inviting to participate in helping you reach your goal? Are you looking for a match, corporate sponsorship, grassroots donations?
- *Media*
 - What resources do you need for the event? Invitations, flyers, handouts, informational sheets, photos, videos, etc.