



## ***To-Do Check List***

### **When**

- **Date & Time of event**

### **Who**

- **Host**
- **List of guests**
- **Volunteers**
- **Do you need a Master of Ceremony**
- **Do you require a caterer**

### **Where**

- **Make arrangements for a venue**

### **Budget**

- **Make a list of possible expenses**
- **Make a list of possible revenue**

### **Food/Caterer**

- **Plan your menu. Try to include a food from a region in which CPAR has programs.**

### **Promotional Material**

- **Invitations**
- **CPAR printed materials (BRE, donation card, visuals, African basket for donations, etc.**
- **Grab bags (provided by CPAR with bookmark, annual report, NL etc.)**