



HOST TIMELINE AND CHECKLIST

4 weeks before

- Set the date
- Draw up invitation list
- Draft invitation
- Make sure your DVD player works or borrow one from a friend

3 weeks before

- Mail or email out invitations
- Ask a friend to be a Greeter – to answer the door, sign people in, collect checks

2 weeks before

- Call everyone who hasn't RSVP'd
- Finalize program – see sample program
- Prepare Free Speech TV Promotional Materials
- Test DVD and DVD player

1 week before

- Prepare and practice presentation and request for donations
- Finish remaining RSVP calls

The week of

- Prepare refreshments
- Prepare table for promotional materials and guest book

The day of

- Practice presentation and request for donations
- Make sure all technical equipment is operational
- Set out refreshments
- Have Fun!

After the event

- Thank guests
- Fill out wrap-up sheet
- Mail to Free Speech TV with stories and pictures