



## FRIENDSHIP SHELTER

*Reaching Out to Rebuild Lives*

### HOST INFORMATION

#### 2012 Dinners Across Laguna & Friendship Dinners

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##### **1. For additional information...**

Or for help planning your event, contact our outreach manager, Taylor Mathieson, at 949-494-6928 x16 or [tmathieson@friendshipshelter.org](mailto:tmathieson@friendshipshelter.org). Upon request, we are happy to provide a list of former hosts who are happy to talk with you about their past experiences, share “do’s and don’ts, etc.

**We are here to help ensure your event is both enjoyable and successful!**

##### **2. Deciding on guest list.**

Decide how many people you would like to invite. Consider asking a friend or neighbor to host with you. This allows you to increase your invitation list, makes it more fun and cuts down on your expense.

##### **3. Send Invitations to Guests**

Friendship Shelter provides you with invitations that include an RSVP card. Mail or hand-deliver to your guests. Address the blank RSVP envelopes to *yourself* so guests can send replies and checks directly to you. We will get you more invitations if you need them. This year we are printing two versions of the invitation – for Laguna Beach dinners, the invitation is for “Dinners Across Laguna.” For dinners held outside Laguna Beach, we’ve created an invitation for “Friendship Dinners.” Please let us know which version is most appropriate for your party.

##### **4. Track Your Guest List**

Keep careful record of who you have invited and their reply status using the Guest Tracking Form included in your package. You’ll return this to Friendship Shelter with the checks from your guests a few days after your dinner. We’ll use the list to generate letters thanking your guests and providing them with tax information. Please include the names of those who donated but were unable to attend. Save a copy for next year’s dinner.

##### **5. Obtain Donations**

Consider asking your favorite restaurant, grocery store, florist or specialty shop to donate to your dinner. Often, they are happy to accommodate your request in this tangible way. We have a sample letter and will be happy to send it to you so you can personalize it for donation requests. Please acknowledge your donors at your event. Need help serving or clearing at your dinner? Do you have teenagers in your neighborhood? Laguna Beach High School students need to fulfill their community service hours and may be able to help you. Let us know if you need assistance contacting students who have expressed an interest in assisting in this way.

##### **6. Be the Host with the Most**

Friendship Shelter will provide you with speakers - a staff member will give a brief talk about Friendship Shelter’s mission and programs. They will introduce a former resident to speak about his/her experience at Friendship Shelter. The presentation will take about 15 minutes and is always moving and informative. Please confirm at least a week in advance of your dinner what time you would like the speaker(s) to arrive. We

recommend either during cocktail hour, just before dinner or during dessert. We will also provide take-home information for guests.

**7. Follow-up:**

- Drop off donations with list of guest names and contact information to Taylor Mathieson, Outreach Manager, at Friendship Shelter
- Please include a list with the names and addresses of all vendors who donated to your event so they may be acknowledged in the news releases.
- Friendship Shelter will send a thank-you letter and tax information to your guests, those who donated money and businesses that donated. Feel free to also send personal notes, if you wish.

Friendship Shelter mailing address is:

Taylor Mathieson, Outreach Manager  
Friendship Shelter  
P.O. Box 4252  
Laguna Beach, CA 92652

Street Address is:

1335 South Coast Highway  
Laguna Beach, CA 92651 (next door to El Ranchito)  
949-494-6928

***Thank you for your participation. Good luck and have fun!***