



Checklist

- Send out invitation email to guest one week prior to the event. Feel free to use canned invitation template from Common Change. Include potluck instructions.
- Two to three days before dinner send out a reminder email about presenting a request. Include a link to sample requests from Common Change.
- Have pens/pencils and a half sheet of paper or post it notes for guests to jot down notes.
- Ask someone to be the dinner scribe to summarize requests/stories. Keep to 1 sentence including the presenter's first and last name (approximately 160 characters).
- Ask guests to share one thing that they enjoy doing that might be a gift to others. Examples: I like kids and babysitting, I like fixing things like plumbing, I like the outdoors and teaching rock climbing.
- Confirm that everyone received your emails and collect any new email addresses so that they may participate in recommending which story/request they would like to support.
- Let guests know that they will receive a follow-up email within 48 to 72 hours on where they can make their recommendation of support.