



## HOSTING CHECKLIST

Each month's WWWF hostess is responsible for several duties both prior to and on the evening of their meeting. This checklist provides an overview of these duties to ensure that each meeting is successful in furthering the WWWF purpose of highlighting our terrific Flathead nonprofits and raising sufficient money at each meeting to provide the selected nonprofits with a grant at the October banquet.

### Prior to the day of the meeting:

- Confirm
  - A meeting location that is convenient and can accommodate 40-50 people (contact the Flathead Community Foundation early if you are having trouble securing a location)
  - Volunteers to help with set-up
  - Who will run check-in (Allison Metzler, Judy Sommers, Crystal Wendt, Lucy Smith have volunteered to help. Pls. see email addresses at the bottom of this checklist)
  - Volunteers to pour wine and organize extra bottles for auction
  - Make arrangements for the wine auctioneer
  - Volunteers to help with cleanup
  - Nonprofit representative who will speak on behalf of the benefiting organization
- Pick up Hostess Kit including glasses at the designated location in your town (Flathead Community Foundation in Kalispell, Cathy Hays' home in Bigfork – contact information for Cathy is at the bottom of this checklist)
- Purchase/arrange hors d'oeuvres
- Invite all of your friends to attend! This is how our Giving Circle grows.

### The day of the meeting:

- Arrive 30 minutes early to the location
- Review agenda/timeline with check-in volunteers
- Review agenda/timeline with nonprofit representative
- Set up hors d'oeuvres, non-alcoholic beverages, decorations, etc.
- Greet WWWF members and guests as they arrive
- Briefly introduce the evening's nonprofit and speaker
- Clean up hors d'oeuvres, decorations, etc.

### Agenda/Timeline of meeting:

- 5:30 – Members and guests arrive
- 6:00 – WWWF representative introduces our group and provides a brief history of WWWF, followed by the hostess who introduces the nonprofit and then the nonprofit speaks
- 6:30 – Wine Auction – must follow the nonprofit very quickly
- 7:00 – Adjourn

### After the day of the meeting:

- As the Annual Giving Banquet approaches, the WWWF Advisory Committee will reach out to you regarding the support you can lend to the planning process.
- Advise your nonprofit the date of the Giving Banquet and tell them they will receive 2 complimentary tickets to the event. Strongly encourage them to have 2 representatives from their nonprofit attend and receive their nonprofit's grant check in person.

Emails: 'Judy Sommers' [judy@flatheadcommunityfoundation.org](mailto:judy@flatheadcommunityfoundation.org); 'Lucy Smith' [l3s1nmt@gmail.com](mailto:l3s1nmt@gmail.com); 'Crystal Wendt' [crystalwendt@teletech.com](mailto:crystalwendt@teletech.com); 'Allison Metzler' [allisonmetzler@yahoo.com](mailto:allisonmetzler@yahoo.com); 'Cathy Hay' [bigforkaces@gmail.com](mailto:bigforkaces@gmail.com)