

## 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 goal of highlighting our terrific Flathead nonprofits and raising sufficient money at each meeting to provide the selected nonprofits with a grant each October.

One week out, prepare and submit a press release. See page two for template.

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)
  - SUGGESTED: A Raffle Basket (Value up to \$100.00) to be raffled off during the evening to support the year end celebration (Suggestion to ask local businesses you frequent for possible donations).
  - Volunteers
    - Volunteer(s) to help with set-up
    - Volunteer(s) to run check-in
    - Volunteer(s) to pour wine
    - Organizer(s) of wine for auction are: Katy Croft, Darla Harmon, Judy Sommers, Sue Thompson, Debbie Young, and Janice Zauner
    - Volunteer wine auctioneer. Options are: Darla Harmon, Janice Lake, or Pam Carbonari
    - Volunteer(s) to help with cleanup
  - Nonprofit representative who will speak on behalf of the benefiting organization
- 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 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
- 6:15 – WWWF representative introduces our group and provides a brief history of WWWF,
- 6:30 - Have the hostess introduce the nonprofit
  - The nonprofit presents for 15 minutes
- 6:45 – Wine Auction – must follow the presentation
- 6:55 – Shameless plugs
- 7:00 – Adjourn

FCF Contact: Linda Carpenter [admin@flatheadcommunityfoundation.org](mailto:admin@flatheadcommunityfoundation.org)

Revised 11/8/2019 by Gina Benesh

## PRESS RELEASE TEMPLATE

FOR IMMEDIATE RELEASE

Contact: Your Name

[Your Email](#)

Your Phone Number

WOMEN WHO WINE - FLATHEAD (WWWF): WWWF brings women of all ages together each month for social and professional networking, and to learn about and support charitable causes in the Flathead Valley. Membership is open and requires only the commitment to contribute \$30 and a bottle of wine per gathering. Sustaining members may volunteer to host a meeting, which allows them to select the month's nonprofit beneficiary and invite their representatives to present to the group.

The (date) WWWF program will be held at (location) from 5:30 – 7:00 pm. The public is invited to attend with a donation of \$30 and a bottle of wine. There will be a small wine auction.

The nonprofit featured will be (name). (describe NP in 2-3 paragraphs)

Find out more by visiting [\(NP website\)](#) or calling (NP phone).

WWWF, a fund of the Flathead Community Foundation, is a powerful example of the impact of giving together at the community level. The Flathead Community Foundation was created to make local philanthropy accessible and rewarding to donors of all charitable interests. To learn more about Women Who Wine - Flathead visit [www.flatheadcommunityfoundation.org](http://www.flatheadcommunityfoundation.org).