



## 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 each October.

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 – Linda Carpenter and Judy Sommers
  - Volunteers to pour wine.
  - Organizers of wine for auction are: Katy Croft, Darla Harmon, Judy Sommers, Sue Thompson, Debbie Young, and Janice Zauner
  - Arrange for the wine auctioneer. Options are: Darla Harmon, Janice Lake, or Pam Carbonari
  - Volunteers 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
- 6:00 – WWWF representative introduces our group and provides a brief history of WWWF,
- Followed by the hostess who introduces the nonprofit
  - The nonprofit presents for 15 minutes
- 6:30 – Wine Auction – must follow the presentation
- 7:00 – Adjourn

Emails: 'Judy Sommers' [judy@flatheadcommunityfoundation.org](mailto:judy@flatheadcommunityfoundation.org); 'Linda Carpenter' [admin@flatheadcommunityfoundation.org](mailto:admin@flatheadcommunityfoundation.org)