

Child Sponsorship Party

Day of Party Checklist

World Vision

Building a better world for children



Use this checklist on the day of your party

display table items

- Sponsorship picture folders
- World Vision brochures (3 kinds)
 - Changing Children's Lives
 - Vision for a Village
 - Building a Better World for Children

other items

- Video or DVD
- Party agenda
- Comment cards
- Name tags

before guests arrive

- Allow yourself 45 minutes to prepare
- Set up and test video presentation so video is ready to play
- Lay out materials for display
- Review party agenda
- Prepare comment cards and name tags for guests
- Have refreshments ready

when guests arrive

- Pass out name tags and comment cards
- Thank guests for coming and introduce speaker/video
- Transition between speaker and video or DVD
- Explain purpose of Child Sponsorship Party and show guests the Sponsorship picture folders and brochures
- Host question-and-answer session
- Hand out sponsorship picture folders, explaining that they shouldn't be taken home unless the guest has decided to sponsor
- Thank guests for coming, collect comment cards, and encourage them to visit the display table before leaving
- Collect completed sponsorship envelopes from new sponsors

after the party

- Complete and return the *Follow-up checklist*
- Return *Comment Cards*
- Return Sponsorship envelopes
- Organize another Child Sponsorship Party!