

Child Sponsorship Party

Host Checklist

Use this simple checklist to get ready for your Child Sponsorship Party!

getting started

- Check with close friends and family for availability
- Set party date and create complete guest list
- Contact World Vision 4 to 6 weeks before your event to order your materials

3 weeks before the party

- Mail invitations
- Schedule childcare provider (if applicable)
- Receive your ordered materials

1 week before the party

- Call or e-mail guests who have not yet responded
- Plan seating, video, and parking
- Plan refreshments
- Prepare to share your story and Child Sponsorship
- Review FAQs

1 day before the party

- Place reminder calls/e-mails to guests

day of party

- Prepare video viewing area
- Display World Vision materials and picture folders on a table
- Arrange refreshments
- Pass out comment cards to each guest and collect before they leave

after the party

- Send in Sponsorship commitment envelopes
- Contact World Vision at CSparty@worldvision.org to follow up
- Send thank-you notes to guests