

HOST A HOLIDAY PARTY

RESOURCE KIT

Empowering Local Refugees

Join PRERNA and support new refugee families by hosting a holiday party at your home or place of business. In this resource kit, you'll find many ideas to assist you with planning your event including invitation templates and other useful materials.



www.prerna4refugees.org

Host a PRERNA4REFUGEES Holiday Party Ideas and Resources

Join PRERNA and support new refugee families by hosting a holiday party at your home or place of business. Here are some resources and ideas to assist you with planning and inviting guests to your event. Let us know how we can help to make your party a success. Once you are ready to start your party, fill out the planning form at <http://bit.ly/2ipSL06> and submit it to PRERNA. (Refer to page 14 for an example.)

1. **PRERNA4REFUGEES Holiday Party Themes**
 - a. Purpose: To help you choose an event theme that interests you and your guests
2. **PRERNA4REFUGEES Party Invite Template**
 - a. Purpose: For party hosts to easily customize and send an attractive invite to their guests
 - b. Audience: Party hosts can fill in their event date, time, location, RSVP link
 - c. Suggested Timing: No later than four (4) weeks prior to the event
3. **PRERNA4REFUGEES Party Invite Letter Template**
 - a. Purpose: Provide a customizable letter for party hosts to invite special guests, including high-level donors and/or strategic partners
 - b. Audience: Party hosts can fill in their event date, time, location, RSVP link
 - c. Suggested Timing: No later than four (4) weeks prior to the event
 - d. Recommend follow up phone calls after letters are sent out
4. **Suggested Party Agenda**
 - a. Purpose: An internal document to help party hosts plan their event
 - b. Audience: Party hosts can adjust as needed, depending on goals and timing
5. **Holiday Party Planning Tips**
 - a. Purpose: A guide with tips for planning, budgeting, food selection and setting a friendly environment at your party to engage guests in fun and conversation
6. **Photography/Videography Release Form**
 - a. Purpose: A photographer and/or videographer may be available to document your event; Images may be used by PRERNA for publicity purposes
 - b. Audience: Guests must sign release forms to give PRERNA approval to use their names and any photos or videos taken of their likeness during the event

OTHER RESOURCES

7. **Confirmation Email to Guest Template:** Send within 24 hours after guest response
8. **Sample RSVP Tracking Document**
9. **Event Sign-In Form:** For guests to sign in when arriving at your holiday party
10. **Name Tag Template:** To identify your guests and encourage conversations at your event; Distribute when guests sign in
11. **PRERNA Collateral Materials** - A limited supply of materials are available for your event upon request. See PDFs at: www.prerna4refugees.org/media-resources.
12. **Holiday Party Getting Started and Planning Form**

1. PRERNA4REFUGEES Holiday Party Themes - Spring

Here are some national, international and just fun themes to consider for your holiday party from February through May 2018. Depending on the theme you choose, decorations, food and drinks as well as any special activities can be tailored to your personal preferences.

February 2018

- Feb. 1 (Th) - National Freedom Day
- Feb. 14 (W) - Valentine's Day
- Feb. 16 (F) - Chinese New Year
- Feb. 19 (M) - President's Day



March 2018

- Mar. 2 (F) - Holi Festival
- Mar. 8 (Th) - Women's Day
- Mar. 17 (Sat) - St. Patrick's Day
- Mar. 21 (W) - Nowruz



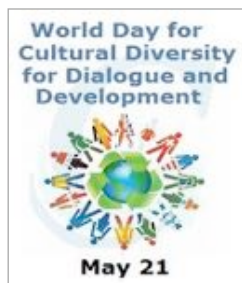
April 2018

- Apr. 1 (Sun) - Easter Sunday
- Apr. 7 (Sat) - World Health Day
- Apr. 12 (Th) - Grilled Cheese Day
- Apr. 22 (Sun) - Earth Day
- Apr. 23 (M) - English Language Day



May 2018

- May 5 (Sat) - Cinco De Mayo
- May 13 (Sun) - Mother's Day
- May 15 (T) - Intl Day of Families
- May 16 (W) - Ramadan Begins
- May 21 (M) - World Cultural Diversity Day
- May 28 (M) - Memorial Day



1. PRERNA4REFUGEES Holiday Party Themes - Fall/Winter

Here are some national, international and just fun themes to consider for your holiday party from through October 2Jan. 2018. Depending on the theme you choose, decorations, food and drinks as well as any special activities can be tailored to your event to entertain your guests.

October 2017

- Oct. 18 (W) - Diwali Festival of Lights
- Oct. 24 (Tu) - United Nations Day
- Oct. 28 (Sat) - Make a Difference Day
- Oct. 31 (Tu) - Halloween



November 2017

- Nov. 13 (M) - World Kindness Day
- Nov. 16 (Th) - International Day for Tolerance
- Nov. 20 (M) - Universal Children's Day
- Nov. 23 (Th) - Thanksgiving
- Nov. 28 (Tu) - Giving Tuesday



December 2017

- Dec. 1 (F) - Mawlid
- Dec. 4 (Tu) - National Cookie Day
- Dec. 8 (F) - Bodhi Day
- Dec. 10 (Sun) - Human Rights Day
- Dec. 13 (W) - Hanukkah
- Dec. 18 (M) - International Migrants Day
- Dec. 19 (Tu) - Ugly Sweater Day
- Dec. 20 (W) - Human Solidarity Day
- Dec. 21 (Th) - Winter Solstice
- Dec. 23 (Sat) - Festivus Day
- Dec. 25 (M) - Christmas
- Dec. 26 (Tu) - Kwanzaa



January 2018

- Jan. 1-31 - Happy New Year
- Jan. 4 (Th) - National Spaghetti Day
- Jan. 5 (M) - Martin Luther King's Day
- Jan. 15 (M) - National Hat Day
- Jan. 23 (Tu) - National Pie Day



2. PRERNA4REFUGEES Party Invite Template



YOU'RE INVITED

PRERNA4REFUGEES HOLIDAY PARTY

CO-HOSTED BY PRERNA

WHEN: INSERT DATE
TIME: INSERT TIME
WHERE: INSERT LOCATION
RSVP: INSERT LINK



QUESTIONS?
CONTACT: EVENTS@PRERNA4REFUGEES.ORG
WWW.PRERNA4REFUGEES.ORG



3. PRERNA4REFUGEES Party Invite Letter Template

If you prefer to send or email a letter to your guest(s), use this letter template by customizing the text that is shown in parentheses (xxx). This may be used for special guests, including strategic partners and high-level donors.

(Date)

Dear (Name),

I am writing to invite you to a PRERNA4REFUGEES (add the type of party you plan to host) Party which will be held on (date) at (time) at (location/address/city/state). This event is part of a winter campaign that I am co-hosting with PRERNA to support refugee resettlement in the Bay Area. PRERNA is a non-profit organization that helps refugees across all ethnicities and faiths become independent with continuum care and services in our local community. Learn more about PRERNA and understand how every dollar can make a difference at www.prerna4refugees.org.

As our world continues to struggle with multiple conflicts which have tragically produced more refugees than ever before, our community has become a new home for many refugee families. Since 2015, PRERNA has helped refugees from Afghanistan, Zambia and Ukraine. Its all-volunteer team works with resettlement agencies, community groups as well as many partners to provide goods and services so families can start rebuilding their lives. In addition to finding affordable housing, PRERNA guides refugees to appropriate education and employment opportunities. Cultural assimilation activities teach newcomers about hygiene and health, social customs, and the wealth of resources available in the Bay Area.

It would be our great pleasure if you would accept our invitation to be our special guest. We will have a (add a brief description of your program agenda: e.g. potluck which will include cultural foods you may be planning, i.e. Middle Eastern, Indian as well as American dishes) and a special guest speaker from PRERNA. We anticipate our event to conclude shortly after (name time your program will conclude).

We would be most honored if you are able to accept our invitation. Please respond by no later than (insert desired response date). Together, we can strengthen unity in our community and offer healing to refugees seeking to find hope and safety. Should you have any questions, please feel free to contact me.

Sincerely,

(Your Name)

(Your contact email)

(Your phone)

4. Suggested Party Agenda

Customize this agenda as you wish to match the needs of your holiday party. Anticipate two to three (2-3) hours for the suggested agenda below. If a photographer and/or a videographer will be taking images, be sure that release forms are signed during registration when guests arrive. These forms are available from PRERNA.

1. Registration, Sign-In and Networking (15-30 min.)
 - a. Ask guests to sign in their names and emails
 - b. If photos or videos will be taken at your event, be sure to use release forms
 - c. Distribute name tags
 - d. Offer drinks to guests, if available
 - e. Be sure to give all signed forms to PRERNA

2. Host: Welcome and Introductions (15-30 min.)
 - a. Welcome all guests and especially any VIP guests, speakers and/or refugees who are attending
 - b. Introduce the photographer and/or videographer, if available
 - c. Set the expectation that this is a fundraiser to support refugees
 - d. Food, drinks and/or snacks may be offered during this time, if available, prior to the beginning of the guest speaker's presentation

3. PRERNA Guest Speaker: Meena Sankaran, Founder and Executive Director, PRERNA (45-60 min.)
 - a. Overview of PRERNA (history, programs, vision, needs)
 - b. Share refugee stories/challenges/successes/needs
 - c. Reveal PRERNA resources available on website, social media, newsletter
 - d. Answer questions

4. Break (10-15 min.)
 - a. Dessert and coffee/tea may be offered at this time, if available

2. PRERNA Co-Host: Review of Refugee Needs and How to Get Involved (30 min.)
 - a. Volunteer
 - b. Donate
 - c. Host a PRERNA4REFUGEES Holiday Party
 - d. Make an in-kind donation
 - e. Stay connected and share (email list, social media)

6. Closing and Thanks (10-15 min.)
 - a. Distribute volunteer flyers and donate forms and/or envelopes
 - b. PRERNA to pick up any donate checks and/or envelopes
 - c. Provide all sign-up sheets, release forms and any extra collateral to PRERNA

5. Holiday Party Planning Tips

1. **Plan at least 4 weeks in advance of your event.** This will give you enough time to invite your guests, informing them to save the date and letting you know if they plan to attend. We recommend an invitation list of 25-30 guests.
2. **Consider funding your holiday party by planning a potluck and encouraging participants to bring a variety of dishes and drinks.** Anticipate a budget of \$5-10 per person if you plan to purchase cultural foods. An afternoon tea or coffee gathering with snacks and/or desserts will require a lower budget than a full dinner buffet. If you are hosting the event at your home or a friend's residence, the cost of your venue will be minimal.
3. **Avoid food that may not be permitted by some of your guests due to dietary or faith-based restrictions.** Given that many people are more health-conscious and prefer lighter meals, be sure to offer several vegetarian and/or vegan options. Also, be careful to avoid pork or any pork-based ingredients such as gelatin as well as items containing alcohol for those unable to consume those items.
4. **Include foods that come from the different traditions of refugees who may be attending.** A potluck inviting refugee guests to bring dishes from their homeland is ideal for introducing international foods. If you are planning to purchase food, consider going to a local refugee-led business or talk to ethnic community groups to find refugee caterers for the event.
5. **Be sensitive about taking photos.** Take pictures only after asking for permission and getting a release form signed. Not everyone is comfortable having their photos taken. If you wish, PRERNA may be able to provide you with a photographer and/or videographer. We will designate no more than two volunteers and can share those images with you after the event. If refugees are attending, check with them about their comfort with any anticipated media presence.
6. **Focus conversations among refugee and non-refugee guests on common interests.** Create an enjoyable event by welcoming all participants and talking about food, sports, music, films, television shows or even celebrities. These conversations can create a shared space where guests feel connected.
7. **Plan opportunities for cultural learning and sharing between refugee and non-refugee guests.** Give time for refugees to speak and share in ways they feel comfortable. Depending on the theme that you have chosen for your holiday party, find ways to incorporate examples of the special day. For example, recipes could be shared for a Thanksgiving holiday party.
8. **Make your commitment to welcoming refugees visible throughout your event space.** Have messages of "Welcome" in various languages and/or "Refugees Welcome" on tables and/or walls, if possible. Sign-in guests and pass out name tags when they arrive.

6. Photography/Videography Release Form



PRERNA

Rebuilding Refugee Lives

General Release Form

I give PRERNA and its representatives acting for and with PRERNA (aka PRERNA2Inspire and PRERNA4Refugees) permission to interview, photograph, video and/or audio record me to use and to edit, without compensation to me, the items listed below in any medium, including print and electronic (web-based) material for educational, promotional and marketing purposes:

1. Photographs or video footage of me;
2. Interviews of me and quotes from me (written or recorded);
3. My full name in connection with the photographs, video footage, interviews, or quotes; and
4. My position or title in connection with the photograph(s), video footage, interviews or quotes.

I have crossed out and initialed any points above to which I do not agree.

I will make no monetary or other claim in connection with the authorized use of my name or photos, video, interviews and quotes. I release PRERNA and their volunteers, employees and/or partners in education, promotion, publicity and marketing interviews from any claims, demands and liabilities in connection with the use. I authorize and agree to adhere to this general release form.

Date (Month, Day, Year)

Printed name

Email Address

Signature (if over age 18)

IF SUBJECT IS UNDER AGE 18:

Printed name of a parent or responsible adult

Email Address

Signature of a parent or responsible adult

Updated 8.1.17

7. Confirmation Email to Guest Template

(Date)

Dear (Name),

Thank you for indicating interest to attend the PRERNA4REFUGEES Holiday Party on (insert date).

As a reminder, the party will begin at (insert time) at (insert location and address/city/state). We will be co-hosting the event with PRERNA, a non-profit organization that provides essential services to refugees resettling in the Bay Area. In addition to learning more about refugees in our community, we hope you will consider giving to PRERNA to expand its services in 2018. PRERNA plans to double the number of refugee families they support next year.

For those who would like some ideas on how you can best help refugees, gift cards are ideal and you are welcome to bring these to the party. Donations can also be made by check to PRERNA2Inspire, Inc. Please enter “PRERNA Holiday Party” in the “for” line at the bottom of your check and bring it to the Holiday Party.

You may also mail your check to PRERNA’s business address at: 1400 Coleman Avenue, Suite A21, Santa Clara, CA 95050. If you prefer to donate online, please visit PRERNA’s website at <https://donorbox.org/prerna4refugees>. You will receive a receipt for your generosity from PRERNA. As PRERNA is a registered 501(c)(3) non-profit organization (EIN 47-4883492), your donation may be tax deductible.

As we still have a few spaces available at the PRERNA4REFUGEES Holiday Party, please feel free to invite and encourage your friends and/or family to join you. Ask them to register and RSVP if they plan to attend.

We look forward to seeing you soon. Please let me know if you have any additional questions I can answer.

Sincerely,

(Your Name)

(Your contact email)

(Your phone)

8. Sample RSVP Tracking Form

Print copies of this form and fill in as needed to track your guests, who is attending and the number of guests that are attending.

PRERNA

RSVP Tracker for PRERNA4Refugees Holiday Party



DATE: _____ EVENT NAME: _____

CITY: _____ STREET ADDRESS: _____ Check as responses are returned.

Please print or write legibly.

	Guest Name	Email	Phone Number	Guests Attending?		Number Attending
				NO	YES	
1						
2						
3						
4						
5						
6						
7						
8						
9						

9. Event Sign-In Form


Print copies of this PDF form (5 pages) and bring them to your event for your guests to register when they arrive. Ask if they are interested in volunteering at PRERNA, signing up for the email list and/or hosting an event in the future. Be sure to email a PDF of the final sign-sheets to PRERNA.

PRERNA

Sign-up for opportunities to support PRERNA.

DATE: _____ EVENT NAME: _____

Please write legibly.



PRERNA
Rebuilding Refugee Lives

Check all that you are interested in.

	Name	Email	Phone Number	Opportunities		
				Volunteer	Sign Up for Email List	Event/Sponsor/Donor
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

When completed, please scan and email to Marketing at grace.fong@prerna4refugees.org within 48 hours. Thank you.

Page 1

10. Name Tag Template

The name tags template is available as a MS Word document so that you can easily customize name tags for your guests. Open the file and enter: FIRST NAME, LAST NAME, DATE, CITY, STATE. After filling in the information, print each page on a sheet of paper and cut out your name tags. Each page creates 10 name tags.

First Name Last Name PRERNA ₄ Refugees DATE CITY, STATE	First Name Last Name PRERNA ₄ Refugees DATE CITY, STATE
First Name Last Name PRERNA ₄ Refugees DATE CITY, STATE	First Name Last Name PRERNA ₄ Refugees DATE CITY, STATE
First Name Last Name PRERNA ₄ Refugees DATE CITY, STATE	First Name Last Name PRERNA ₄ Refugees DATE CITY, STATE
First Name Last Name PRERNA ₄ Refugees DATE CITY, STATE	First Name Last Name PRERNA ₄ Refugees DATE CITY, STATE
First Name Last Name PRERNA ₄ Refugees DATE CITY, STATE	First Name Last Name PRERNA ₄ Refugees DATE CITY, STATE

11. PRERNA Collateral Materials

Here are some printed materials that may be requested to provide information to your guests about PRERNA. We recommend you order about 20 copies for each item.

A. PRERNA Overview



Empowering Refugees to Survive and Thrive

PRERNA is a non-profit, all-volunteer organization focused on empowering refugee families from conflict-ridden countries. Since 2007, we have helped refugees across all ethnicities and faiths become independent, constructive citizens so they can have a better future.

We are the only refugee service provider in the United States that offers a continuum of services from "soup to nuts" including housing assistance, supplies, healthcare referrals, education support, employment counseling, financial and legal aid. In addition, we offer mentoring, tutoring and cultural assimilation programs for up to five years as needed.

Get Involved. Join the Conversation.

- info@prerna4refugees.org
- www.prerna4refugees.org
- twitter.com/prerna4refugees
- facebook.com/prerna4refugees
- instagram.com/prerna4refugees
- linkedin.com/company/prerna-4-refugees

A Continuum of Essential Services, Case Management and Support Programs

- Housing
- Supplies
- Transportation
- Healthcare
- Education
- Tutoring
- Mentoring
- Employment
- Professional Services
- Cultural Assimilation

"We don't choose to whom or where we are born. Refugees don't choose either and life hasn't been easy for them. As citizens of this world and fellow human beings, let's take a stand and help those who are less fortunate and trying to survive."

— Meena Sankaran, Founder and Executive Director, PRERNA

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B. Founder's Story



FOUNDER'S STORY: MEENA SANKARAN

Empowering Refugees: A Highly Personal Mission

As the founder and executive director of PRERNA, Meena Sankaran is passionate about social and environmental causes. Her deep appreciation of the simple things in life influences the changes she seeks. As a technologist and social entrepreneur by career, she has a deep desire to contribute to the wellbeing of the community and feels the need to help the underprivileged to succeed. That is why empowering refugees is a highly personal mission for her. Born and raised in India, Meena immigrated to the United States as a student. Through this firsthand experience, she has a comprehensive understanding of the difficulties involved in moving to a new country along with the importance of assimilating into the U.S.

In her own words, Meena shares why PRERNA is so close to her heart: "When my parents sacrificed their own happiness to get me to this great country [U.S.], I never forgot the blessing and committed myself to pay it forward someday. My humble beginnings of volunteering began as a child and it became a part of my DNA. My parents got the opportunity to serve others every other."

Whether it was feeding the homeless or recording for the blind or dyslexic, giving back to the community has been the most fulfilling part of my life. During my time volunteering in Arizona with struggling refugees, I interacted with many families across different ethnicities. It wasn't long before I realized the gaps there were in

"When my parents sacrificed their own happiness to get me to this great country [U.S.], I never forgot the blessing and committed myself to pay it forward someday."

— Meena Sankaran

PRERNA | prerna4refugees.org | info@prerna4refugees.org

C1. Volunteer Opportunities



Volunteer Opportunities


As a non-profit organization, PRERNA relies on volunteers to help provide essential services that refugees need to rebuild their lives. If you would like to join our team, we have many opportunities available. From welcoming a refugee family on arrival or teaching English to children and adults, to helping with fund development, marketing or events, there are many ways you can make a difference in the Bay Area or remotely. Check out our latest openings.

Education Lead	Healthcare Assistant	Housing Assistant	Supplies & Transport Lead	Employment Coordinator
EDUCATION	HEALTHCARE ASSISTANT	HOUSING ASSISTANT	SUPPLIES & TRANSPORT LEAD	EMPLOYMENT COORDINATOR
The Education Lead will build and oversee a team to build the wide spectrum of needs by refugee adults, adolescents and children. This is a crucial role of helping refugees become educated through sustainable support. You will collaborate with PRERNA's team to plan and execute programs that meet volunteer requirements. Help adults learn basic conversational English and adult refugees with stronger English language skills or potential career transitional pathways through higher education opportunities.	Assist newly arrived refugee families in the Fremont, Santa Clara and San Jose areas with accessing affordable and effective healthcare. You will support and guide refugees through the healthcare system by coordinating necessary healthcare needs, transportation and procedures. Collaborate with other non-profit agencies and refugee agencies to help address the needs of newly arrived refugees in their medical, dental and other appointments and provide support or needs in their communication with healthcare professionals.	Find affordable housing for newly arrived refugees in the Fremont, Santa Clara and San Jose areas. You will help with research and compiling lists of temporary and permanent housing options, as well as contacting property managers of rental units, hotels, lodges, apartments and condominiums regarding current and future openings. Collaborate with other non-profit agencies and refugee agencies to help address the needs of newly arrived refugees in their housing opportunities. You will also be able to assist with other services and support for refugees in critical or other low-cost housing opportunities.	The Supplies & Transportation Lead will build and oversee a team to support the needs of PRERNA's refugee families. This is a crucial role to help refugees meet their lives so they can become sustainable after arriving in the U.S. You will develop a master list of supplies requested by various refugee families, map their needs and prepare items to their homes in a timely manner. Collaborate with PRERNA's housing, healthcare, education and other team leads and partners for support to fill gaps in critical or other low-cost housing opportunities at various organizations, including public/private corporations and non-profit agencies.	To help refugees become self-sustainable, we are seeking an Employment Coordinator who can work with refugees to increase their chances in locating jobs so they can meet their lives in the U.S. and gain independence. You will help write resumes, conduct mock interviews and provide coaching for social etiquette in the U.S. work environment. Build and keep a database of local employers who can employ refugees in different skill sets and job needs. Collaborate with PRERNA's housing, healthcare, education and other team leads and partners for support to fill gaps in critical or other low-cost housing opportunities at various organizations, including public/private corporations and non-profit agencies.

Stay connected to PRERNA's latest news and events by signing up for our e-mail list at <http://tiny.cc/4mily>. Learn more about our work with refugees and how you can get involved at www.prerna4refugees.org.

PRERNA | prerna4refugees.org | info@prerna4refugees.org

C2. Volunteer Opportunities



Apply Today

Visit our website at www.prerna4refugees.org/get-involved/volunteer to fill out our volunteer application and select your area(s) of interest. Contact PRERNA at volunteering@prerna4refugees.org if you have any questions or for more information about volunteer opportunities.

Fund Development Manager	Cultural Assimilation Lead	Operations Lead	Refugee Youth Mentor	Events Lead
FUND DEVELOPMENT MANAGER	CULTURAL ASSIMILATION LEAD	OPERATIONS LEAD	REFUGEE YOUTH MENTOR	EVENTS LEAD
The Fund Development Manager works with PRERNA's Executive Director, team lead and board members to plan and manage all aspects of fund development. You will build and manage a team of volunteers, including grant writers and provide leadership on all fundraising initiatives including events, sponsorships, donor cultivation, grants and individual giving. Experience in fundraising for nonprofit organizations is essential as well as a broad range of connections to the public and private sectors.	The Cultural Assimilation Lead helps PRERNA's refugees and their families assimilate and thrive in their new communities. You will build a team to scale their education and increase their English skills and provide them with higher levels of services. Activities may include local sightseeing trips for families to visit interesting places in the Bay Area. Going to the bank or filling out a tax form can be new experiences for them. As a result, a local job offer is an ideal opportunity for volunteers and refugees from different countries to meet, share food and learn about each other.	To scale up PRERNA's program services to refugee families, we are seeking an Operations Lead to establish a strong and sustainable infrastructure of fund development. You will assist adults with learning English. We work with various families by planning and implementing events to teach them about American culture and traditions. In collaboration with the team leads, you will oversee volunteer recruitment, retention and administration to promote the latest needed to meet PRERNA's plans for future growth. You will be asked to counsel young adults by planning an educational fund development program according to meeting the needs of our PRERNA members. You will also communicate and all organizational compliance.	Refugee Youth Mentors help new refugees assimilate into the Bay Area successfully. You will be matched with a refugee family to help children with their schoolwork and our adult adults with learning English. We work with various families by planning and work with the Executive Director and board members on strategies, donor and high-profile initiatives. Besides assisting children with homework or helping adults improve their English language skills, you may be asked to counsel young adults by planning an educational fund development program according to meeting the needs of our PRERNA members. You will also communicate and all organizational compliance.	The Events Lead collaborates closely with PRERNA's team leads for event planning and execution to increase the organization's awareness, visibility and advocacy for refugees. You will help grow donor database through social media, fundraising and work with the Executive Director and board members on strategies, donor and high-profile initiatives. You will build a team that supports the various events needed to raise and meet funding goals. Collaborate effectively with PRERNA's fund development team and other team leads on development opportunities for joint fund development.

Stay connected to PRERNA's latest news and events by signing up for our e-mail list at <http://tiny.cc/4mily>. Learn more about our work with refugees and how you can get involved at www.prerna4refugees.org.

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12. Holiday Party Getting Started and Planning Form



HOST A HOLIDAY PARTY *Getting Started and Planning Form*

Please complete this form by entering the information requested and selecting the options available. When you have answered all the questions in Sections 1 and 2, submit the form by no later than four (4) weeks before your event date to PRERNA at events@prerna4refugees.org. Sections 3 and 4 of this form will help you with budgeting and planning. We will respond to you within 48 hours.

1. PARTY DETAILS

Host Name:	_____	Today's Date	_____
Email:	_____	Phone:	_____
Party Theme:	_____		
Type of Party:	Dinner / Reception / Lunch / Tea/Coffee with Desserts / Potluck		
Location:	Home / Business / Other	Date:	_____
Party Address:	_____		
Estimated Guests:	_____ (recommend 20-25 guests)		

2. REQUESTS

- | | | | |
|------------------------------|----------|--------------------|----------|
| a. Party Invitation Support: | Yes / No | b. PRERNA Speaker: | Yes / No |
| c. Photographer: | Yes / No | d. Videographer: | Yes / No |
| e. Collateral: | Yes / No | f. Other: | _____ |

3. BUDGET TOTAL: \$ _____

Food _____ Drinks _____ Tableware _____ Decorations _____ Location _____ Other _____

4. CHECKLIST

- Complete planning form (Sections 1 and 2) with PRERNA? Yes, on _____ (date)
- Discuss party plans with PRERNA and schedule on PRERNA calendar? Yes, on _____ (date)
- Send out invitations with a due date for RSVPs to you? Yes, on _____ (date)
- Check RSVPs and send a reminder to those who have not responded? Yes, on _____ (date)
- Send confirmation emails to guests who are attending? Yes, on _____ (date)
- If hosting a potluck, check to see if guests have signed up? Yes, on _____ (date)
- Prepare and confirm your program agenda with PRERNA? Yes, on _____ (date)
- Request collateral from PRERNA to bring to your event? Yes, on _____ (date)
- If using, print out name tags for guests? Yes, on _____ (date)
- Order food, drinks and other supplies for your party? Yes, on _____ (date)
- Decorate and set up your event? Yes, on **EVENT DAY!** _____
- Prepare for your guests to arrive? **YES!** Congratulations, you have not finished planning your Holiday Party. Now, have fun and enjoy!

THANK YOU FOR HOSTING A PRERNA4REFUGEES HOLIDAY PARTY TO SUPPORT REFUGEES!