

# GET CLOSER

## HOST A CULTIVATION EVENT

A cultivation event is a volunteer-driven event that aspires to introduce NPH USA to a potential supporter. NPH USA relies on all of us to help share our mission with others to support our homes and children.

A cultivation event can be a cocktail reception, dinner, picnic, barbeque or any type of party you would like to host. The event can be formal or informal. The type of event would most likely dictate the number of people you would invite.

### HOW TO HELP OUR KIDS AT NPH

1. Charge an admission price upfront. Your guests would then hear a short presentation about NPH USA and how they can help.
2. No admission price upfront. Your guests would hear a short presentation about NPH USA and a donation request would be made.
3. No admission price upfront. Your guests would hear a short presentation about NPH USA and would not be asked for a donation, but a follow up request would be made.

### HOST RESPONSIBILITIES

1. Create event type, location and date
2. Underwrite any event costs
3. Set event goals
4. Create guest list and invite them to your event
5. Raise undesignated money for NPH USA to support the vital needs (food, clothing, shelter, health care and an education) of the children at the NPH homes
6. Promote the child sponsorship program

### NPH USA RESPONSIBILITIES

1. Staff support to help organize event
2. Promotional assistance, including posting on our Web site, Facebook page and Twitter
3. A registration and/or donation form on our Web site
4. Keynote speaker
5. Informational materials to distribute at the event
6. Child Sponsorship materials
7. Day of event volunteers

### SAMPLE TIMELINE (8-12 WEEKS PLANNING)

- > **8-12 weeks out:** Coordinate with your regional NPH USA office to determine type of event, location, date and goals
- > **7-11 weeks out:** Create guest list
- > **7-10 weeks out:** Create invitation (paper or electronic)
- > **6 weeks out:** Invite guests
- > **4 weeks out:** Coordinate food, beverages and other event needs (including event schedule)
- > **2 weeks out:** Contact the guests who haven't replied
- > **1 week out:** Confirm guest count
- > **Week of:** Confirm all details (food, beverage, venue, speakers, etc.)
- > **Day of:** Enjoy your event and know your hard work is changing a young life at NPH
- > **1 week after event:** Send Thank You's and any other necessary follow up

For more information, please contact us or visit [nphusa.org/hostevent](http://nphusa.org/hostevent)



**NPH USA**  
Raising Children. Transforming Lives.

Get Closer with NPH USA  
888.201.8880 • [nphusa.org](http://nphusa.org)

