



## Host Committee Checklist

### One Year - Eight Months Out

- Create “host committee solicitation letter” and form in collaboration with CHARITY
- Begin to solicit for table hosts
  - Ask WW&S committee and CHARITY for names of potential table hosts

### Four Months Out

- As host committee members are confirmed make sure Invitation Committee is alerted to ensure they are listed on the event invitation

### One Week Out

- Make table signs for each table host

### After Event

- As soon as possible, write down your notes from the event. What worked? What would you change for next time?
- Send appropriate thank you notes