

I want to host a

dinner at
my place

and support the work of **twenty10**

Planning your dinner

When you plan your *Dinner At My Place* event, it is really important that the style of the dinner expresses something of yourself. The size and scope of the event is really up to you.

For those of you looking for some assistance in planning your event we have developed the following simple tips.

When should I host my Dinner?

The launch of Dinner At My Place will be happening from July—August 2011. But the date really depends on the availability of you and all your friends. We recommend that you should give your friends at least three weeks notice – the earlier the better!

Dinner At My Place can happen all year round, but we think winter is a good time to stay indoors with good friends and good food for a great cause.

Who should I invite?

This is your dinner, a chance for you to celebrate those friends and family members who make you feel supported and loved. Your dinner can be as big or small as you like. When you set up your fundraising page you will be given the opportunity to send e-mail invitations to your guests. Feel free to create your own invitations as well.

Where should I hold my Dinner?

If you have the space, we would recommend that you host your dinner at your own home. It is the best way to express hospitality and welcome. If your home doesn't offer the right amount of space, you may think about some other options like restaurants, work or in the outdoors. In the past, some hosts have organised sit down dinners for around 10 people. Others have held cocktail parties for much bigger numbers.

What's expected on the night?

That is really up to you. In the Information Pack we include information on Twenty10 and the young people who access our service. This may provide some impetus for conversation. You know your friends the best – what would they like to do? We imagine that just by getting them all in the one room there will be plenty to talk about.

We would love you to take photos of your event and share some of them with us. We can share photos on our website or through our Dinner At My Place Facebook page. Our staff will let you know how to do this.

How do I go about raising money at my Dinner?

We are suggesting that you ask your guests to make a donation that is equivalent to how much they would spend on a night out. You may wish to indicate a minimum donation in your invitation. Some past hosts have treated it like a cover charge, others have left it open.

We have set up a website where you can register your dinner and create your own fundraising webpage. Guests may wish to make a donation before the night, or you could have a computer with an internet connection at your dinner and ask guests to make a donation at that point. Your webpage will stay active until the 10th March 2012 or 30 days after your event, so they can also donate after the dinner. If you collect cash on the night, we have the relevant donation forms on the website for you to deposit into our account.

You may have some ideas for additional ways you can fundraise money on the night. We have made some suggestions in this document.

All donations over \$2 are tax deductible. When your guest makes an online donation, a receipt is automatically sent to them. If your guests make off-line donations they will have to fill in their details on the donation form to receive a receipt from us after the event.