



Relay For Life



Relay For Life Party with a Purpose: A Step-by-Step Guidebook

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Introduction

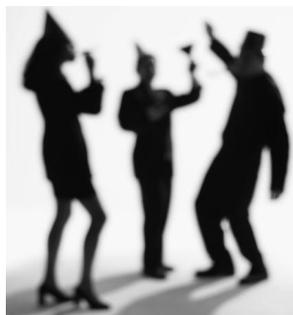
We all have busy schedules that make it difficult to balance spending time with family and friends *and* volunteering to make a difference. So why not do both at the same time?

Have fun with friends and family, Fight Back against cancer... **Party with a Purpose!**

Party with a Purpose is a get-together with family, friends and co-workers that serves as a fundraising event. The party host or hostess usually specifies a suggested donation amount, or asks that attendees donate the amount they would spend on a typical night out. Additional fundraising may occur at the event through sales of items such as homemade crafts or baked goods, or through sales of Luminaria and Sun & Moon Cards.

This step-by-step guidebook will help you quickly and easily plan an amazing Party with a Purpose of your own to benefit your local Relay For Life, or your Relay For Life team. You'll find planning worksheets, as well as tons of ideas and resources to help you along the way.

Cancer does not stop during tough economic times; therefore, the American Cancer Society needs you now more than ever! Host a Party with a Purpose and help us support millions of cancer patients by funding life-saving research, educational programs, advocacy efforts, and patient-support programs.





Step 1: The Purpose

The purpose behind the party is to **fight cancer** by supporting the American Cancer Society Relay For Life.

The American Cancer Society is the nationwide community-based voluntary health organization dedicated to eliminating cancer as a major health problem by preventing cancer, saving lives, and diminishing suffering from cancer, through research, education, advocacy and service.

Cancer touches more than just the people diagnosed. It has an impact on everyone around them. That's why the American Cancer Society strives to assist people fighting the disease through research, education, advocacy and service. The American Cancer Society Relay For Life helps make this possible. Relay For Life brings together millions of people to raise money to help prevent cancer, save lives, and diminish suffering from the disease.

The American Cancer Society has made great progress against cancer in the following areas, thanks in part to the fundraising power of Relay For Life:



Groundbreaking Discoveries: Having invested \$3.2 Billion in cancer research since 1946, the Society has played a role in almost all the scientific milestones in cancer research in the past century, including the bone marrow transplant, the Pap test, and cancer drugs such as Gleevec and Tamoxifen. Of the researchers chosen for Society funding over the years, 42 have gone on to win the Nobel Prize.

Reliable Information: The American Cancer Society provides information and education 24 hours a day, 7 days a week, 365 days a year. We have been the most trusted resource for cancer info for nearly a century. Our cancer information specialists answered more than 1.3 million calls in 2008 to 1-800-ACS-2345 and nearly 33,000 emails to www.cancer.org. From screening guidelines to physician education to increasing awareness about cancer prevention and early detection, we are empowering people to take control of their health.



Better Public Policies to Fight Cancer: Cancer is not just a health issue; it is a public policy issue as well. The American Cancer Society, in conjunction with its partner advocacy organization, the American Cancer Society Cancer Action Network (ACS CAN), works to keep cancer funding a top priority with our nation's lawmakers. The advocacy efforts of ACS CAN volunteers are impacting people battling cancer in many ways. Some of these efforts include:

- Advocating more money for cancer research

- Encouraging lawmakers to improve access to quality, affordable cancer care
- Urging Congress to increase funding for cancer programs and to pass pain care education legislation



A Community of Support: Having cancer is hard. Finding help shouldn't be. That's why the American Cancer Society offers free programs and services in more than 3,400 communities across the country to ensure that cancer patients and their loved ones do not have to face cancer alone. Thanks to your generous support, the Society offers cancer patients and their families a variety of programs to help make the cancer experience a little easier. Examples include:

- Look Good Feel Better - provides free wigs and make up for those with treatment-related physical side effects
- Road to Recovery - provides free or low-cost transportation assistance to and from cancer treatments
- Hope Lodge - provides free lodging for those who have to travel far from home for treatment
- Reach to Recovery – an emotional support program that connects newly diagnosed breast cancer patients with survivors
- Cancer Survivors Network – an online community that connects cancer survivors and caregivers with others who are going through similar experiences to provide emotional support
- Clinical trials matching service
- Cancer education classes

We are committed to connecting people facing cancer with the information, day-to-day help, and emotional support they need – in the communities where they live – to help people through every step of their cancer journey. By 2015, the American Cancer Society aims to prevent almost five million additional deaths from cancer, avoid six million new cancer diagnoses, and measurably improve the quality of life for people with the disease.

Your support – through Party with a Purpose, and beyond – brings us closer to realizing these challenging goals and makes a difference in the fight against cancer. For this, we thank you.

For more information, please see the Resources section for **Making a Wise Investment: Frequently Asked Questions** on page 20. Or visit www.give.org to learn more about the Better Business Bureau Wise Giving Seal that we have earned.

Step 2: The Theme

When considering themes, think about upcoming holidays and events, as well as your hobbies and interests. What do your friends and family enjoy doing together?



Take a moment to answer the following questions and start brainstorming your party theme.

- What holidays or special occasions are coming up soon? _____

- What kind of activity could take place around that holiday or occasion?

- When my friends get together, we like to: _____

- My friends often tell me that they wish they had time to: _____

- My hobbies and interests are: _____

- My friends and family would be interested in a home party such as:
 - Party Lite
 - Tastefully Simple
 - Stampin' Up!
 - Others: _____
 - TIP!** Find other home party options by visiting <http://findahomeparty.com> Enter your zip code and choose a home-party company from the drop down list to search for a local consultant
- For more ideas, **check out the next page.** List any that interest you:

Based on your responses above, circle or highlight your top three ideas. As you go through the next steps, keep these theme ideas in mind. Think about your guest list, location for the party, menu...which theme would work best for your party?

MY PARTY THEME: _____

More Party Theme Ideas

Holidays & Special Occasions

Birthday
Super Bowl
Oscar Night
Valentine's Day
Easter Egg Hunt
Mardi Gras
St. Patrick's Day
Spring Fling
Cinco de Mayo
Mother's Day Tea
Memorial Day
Father's Day BBQ

Flag Day
Graduation
July 4th Celebration
Labor Day
Back to School
Halloween
Oktoberfest
Thanksgiving
Winter Holidays
New Year/New Year's Eve
Chinese New Year

Other Ideas

- **Movie Marathon Night** – Choose a movie series or a theme and invite friends over to watch movies; use costumes, snacks and decorations to help carry out the movie theme
- **Popcorn & Pearls** – A twist on a movie night! Invite guests to wear their pearls...and ask a local jewelry store to donate a piece of pearl jewelry for you to use as a door prize drawing at the party
- **Wedding Dress Reunion** – Invite women to get another use out of their wedding dress!
- **80's Theme or Disco Party** – Fashion and music will invoke nostalgia with these fun themes!
- **American Idol Party** – Who will make the cut this round? Guests can dress as their favorite Idol or their favorite judge.
- **Murder Mystery Dinner** – Kits are available to purchase, and there are even some free downloads available on the internet. Assign each guest a character and get ready to find out "whodunit"!
- **Pet Party** – Don't forget the dog biscuits for this party!
- **Block Party** – Encourage your community to join you in the fight. Each house can offer different types of treats or activities as fundraisers

Step 3: The Budget

Your Party with a Purpose is intended to raise funds for the American Cancer Society Relay For Life - - *not* to break your bank. Decide on a budget in the beginning, and stick with it.

It's important to note, when deciding to put on a Party with a Purpose, expenses are not covered by the American Cancer Society, that is why getting sponsors and donors is an important element to this activity.

Here are a few cost-cutting ideas that will help you keep your expenses under control, while still planning a great party:

1. **Don't mail the invitations** – Use electronic invitations to save on the cost of the invitations as well as the postage.
2. **Don't use disposables** – Use your regular dinnerware, flatware, and glassware - - don't be afraid to mix and match. This tip saves on expenses, and is good for the environment.
3. **Choose less convenience** – When it comes to produce, pre-washed and pre-cut can mean a hefty price. Buy in bulk and prep it yourself.
4. **Three sneaky dollar-stretchers: pasta, rice & potatoes** – focus on these inexpensive ingredients for salads, side dishes and casseroles or main dishes.
5. **Affordable themes** – by hosting a party with a theme, you can easily mask the underlying economy of your food. Themes make it fun, and you can add to the ambience with music (borrowed from a friend if you don't have the appropriate selections). Here are several affordable party themes:
 - Make Your Own Tacos
 - Pizza Party
 - Desserts Only
 - Italian Pasta Night
 - Ice Cream "Sunday"

Source:

<http://entertaining.about.com/od/generalpartyplanning/a/budgetpartytips.htm>

Step 4: The Logistics

When it comes to logistics, there are three main questions to answer:

- When?
- What time?
- Where?

First, look at your own calendar to find some convenient times. Consider the schedules of your friends and family – when do you typically get together? For some friends and co-workers, a weeknight might be best. For family members, perhaps the weekend is better.

MY PARTY WILL TAKE PLACE ON (Day of the week): _____

Next, think about the best time for the party. For a weeknight event, will it take place immediately after work? Or will it be later in the evening? For a weekend party, will it be brunch? An afternoon soiree? Or an evening affair?

MY PARTY WILL TAKE PLACE AT (Approximate time): _____

Finally, select a location. Is your residence large enough to accommodate the type of party you envision? If not, what are the alternatives? Perhaps there is a friend who would be willing to host. Or, some apartment complexes and neighborhoods have a hospitality-center that can be rented for parties. You might also consider community rooms at your local library, hospital, or mall. These can often be rented for a small fee as well. Still another idea is to host your party at a restaurant or night club – be sure to call in advance and check with the manager first.

If you need to arrange for your party space, following are some talking points to help you make the ask:

1. Introduce yourself & let them know that you are a part of the American Cancer Society Relay For Life
2. Let them know that the American Cancer Society and Relay For Life are important to you because they fund cancer research, educational programs, advocacy efforts, and services for cancer patients and their families (see pages 4-5)
3. State your purpose – you are planning to host a Party with a Purpose as a fundraising event to support the American Cancer Society Relay For Life and you were hoping to utilize (*name of the location*) on (*date, time*) for approximately (*number*) people
4. If YES – ask about the details of renting the space (contract, deposit, etc.)
5. If NO – say, “Thank you”

MY PARTY WILL BE HOSTED AT (Location): _____

Step 5: The Guest List

When it comes to the guest list, think about those who would get along well. Also, who would enjoy the theme you have selected?



Take a moment to brainstorm some people to include on your guest list:

- Family Members: _____
- Friends: _____
- Co-workers: _____
- Neighbors: _____
- Friends from your place of worship: _____
- _____
- Friends from your night classes/ child's class/ PTA/ etc.: _____
- _____
- Book club/Sports team members/other hobby: _____
- _____
- Others: _____

To keep your guest list and the RSVPs organized, check out the **Guest List Tracker** on page 22.



NOTE: Will children be invited? If so, be prepared for a variety of age groups:

- Keeping your theme in mind, is there a way to involve children?
- Coloring books, crayons and stickers are great options for small children
- Board games are great for occupying older children
- If possible, prepare a side room with a television and age-appropriate movies, or even video games
- Consider a few menu options for children as well – even something as simple as peanut butter & jelly sandwiches or grilled cheese will fare better than most “normal” items on your menu

Step 6: The Invitations

The invitations should be sent three to four weeks prior to the party. Depending on your level of creativity and the amount of time you have, you may choose to make your own invitations, print your own using pre-designed templates, purchase a package of card-style invitations, or utilize electronic invitations. Whichever invitation type you choose, select an invitation that fits the theme of your party.

Be sure to include:

- Date
- Time
- Location with address
- RSVP date and method(s) of contact
- Attire (if appropriate)
- May attendees bring a guest?
- Suggested donation amount & note that donations will be going to the American Cancer Society Relay For Life

Homemade Invitations

Do-it-yourselfers will enjoy making their own party invitations with some specialty paper and a bit of time. Many office-supply stores and party suppliers offer computer paper with a range of party themes and borders, which is an economical way to print your own party invitations. Plain white paper adorned with coordinated clipart and graphics can also be used, and choosing fonts, text colors, and sizes can make the invitation stand out without costing a bundle. Always test a sample prior to printing many invitations and don't forget to verify critical party information for typos and omissions.

Following are some sources for free images to use when designing your own invitations.

- <http://office.microsoft.com> - check out the Clip Art section
- <http://images.google.com> - search any key words and you're sure to find some great images

Invitation Templates

Free printable invitations are downloadable templates that party hosts can complete and mail to invited guests. They can be customized with party information – and in some cases with photographs – plus, party hosts can choose their own invitation paper. As with homemade invitations, be sure to test a sample prior to printing many invitations and to verify critical party information.

Websites offering free printable invitations include:

- <http://www.familyshoppingbag.com> - simple foldable designs for a variety of parties
- <http://www.printfree.com> - basic invitations in different formats
- <http://www.freeprintablestationary.net> - several classic party decoration designs for invitations

Electronic Invitations

Or, consider sending electronic invitations. You can do this easily with web sites such as:

- <http://www.evite.com> - a wide range of electronic invitation designs for different types of parties; allows you to track responses from guests and send reminders
- <http://www.AmericanGreetings.com> – collection of free electronic invitations in various categories
- <http://www.123Greetings.com> - dozens of free electronic designs using clipart and photographs
- <http://www.ecards.Ezilon.com> – free electronic postcard invitations in quirky, fun designs

Source: http://party.lovetoknow.com/Free_Party_Invitations

Step 7: The Menu

Your menu will largely depend on the type of party you are hosting. Consider the time of day for your party – what meal would guests be expecting? What foods tie in with your theme?

Many people are watching what they eat these days, so it is a good idea to offer some healthy options. Here are some ideas to get you started:

- **Brunch:** yogurt and low-fat granola; fresh fruit; egg-white and vegetable omelets or quiche
- **Appetizers:** hummus and pita; low-fat baked tortilla chips with salsa, guacamole, and/or black bean dip; fresh vegetables with low-fat dip; tomato bruschetta
- **Lunch:** low-fat soup such as minestrone; tossed salad with low-fat dressings; assorted sandwiches on whole-grain breads: low-fat chicken salad, tuna salad, and mock-tuna salad (vegetarian sandwich spread made from canned chickpeas – drained, rinsed, and mashed – mixed with low-fat mayonnaise or vegannaise, mustard, diced onion & celery)
- **Dinner:** tossed salad with low-fat dressings; whole grain dinner rolls; low-fat chicken or fish entrée; pasta primavera (meatless)
- **Dessert:** fresh fruit with low-fat dip (combine a large container of fat-free vanilla yogurt with a packet of vanilla instant-pudding mix); strawberry shortcake (use fat-free pound cake or angel food cake, fresh strawberries, and fat-free whipped cream); sorbet; ambrosia salad; low-fat brownies

Find Recipes Online:

Be sure to check out the sample menus as well as the recipes on these sites!

- <http://www.foodnetwork.com>
- <http://www.allrecipes.com>
- <http://www.eatingwell.com>
- <http://www.epicurious.com>

Calculating Party Food

- **Snacks:** estimate 1 pound per person
- **Meals:** estimate 1.5 pounds per person
- Some guidelines:
 - **Appetizers:** 5 hors d'oeuvres per person for each of the first two hours, plus 3 hors d'oeuvres per person for each hour thereafter
 - **Dips:** add the total weight of the ingredients; estimate 1 pound per person
 - **Fondue:** one person can eat ½ loaf French bread, 6-8 oz. meat, 6 oz. fish or seafood, 4-6 oz. cheese, 6-8 oz. vegetables (before trimming), 6-8 oz. fruit (before trimming), 2-4 oz. dried fruit, 4 cookies, and 2 oz. dessert sauce

Calculating Party Beverages:

- Estimate 2 beverages per person for the first hour, and 1 beverage per person for each hour thereafter
- Punch: estimate 10 guests per gallon

Source: <http://www.greatpartyrecipes.com/partyfoodplanning.html>

Menu Timeline

Two to Four Weeks Ahead:

- Finalize menu
- Plan to make as much as you can ahead of time to minimize cooking and kitchen clean up on party day
- Map out a timeline for cooking, freezing, thawing, reheating, etc.
- Order any items you do not plan on making yourself (i.e., cake)
- Reserve any rented items, if necessary and arrange for delivery on party day (i.e., plates, cups, glassware, coffee urns, tables, chairs, etc.)

Two Weeks Ahead:

- Assess serving pieces and utensils, if not renting
- Assemble party favors, if desired
- Start compiling party music, games, and other entertainment

One Week Ahead:

- Review menu preparation timeline - - are you on target with make-ahead dishes?
- Purchase non-perishable food items, as well as candles, firewood, etc.
- Finalize RSVPs

Three Days Before:

- Clean house
- Polish silver

Two Days Before:

- Purchase fresh meats
- Make sure camera is charged and ready
- Wash wine glasses and other glassware, if not renting

One Day Before:

- Purchase fresh produce
- Clean and press table linens if not renting
- Set table or decorate buffet
- Set up the beverage area
- Lay out serving pieces and utensils
- Purchase and arrange flowers, if desired
- Decorate the party area with any purchased (or handmade) decorations
- One more quick run with the vacuum cleaner and dusting cloth
- Stock plenty of toilet paper and lay out the guest towels

Party Day:

- Purchase fresh seafood
- Accept delivery of rented equipment
- Buy party ice
- Garnish party platters with fresh herbs and edible flowers, if desired
- Put finishing touches on decorations
- Eat something light before guests arrive!
- Spin the tunes and greet your guests.

Source: <http://allrecipes.com/HowTo/Party-Planning-Checklist/Detail.aspx>

Step 8: The Decorations

Decorations can be as simple or as involved as you'd like them to be. Perhaps some balloons on the mailbox and a few streamers in the party room are all that's required. For other parties, garlands and candles might fit the bill. It's up to you, your budget, and your creativity to determine the decorations for your party.

Keeping your theme in mind, are there any decorative ideas that seem to fit? Browse through party-supply catalogs (online and in print) for ideas and inspiration. Use the checklist below to stay on track:

Checklist:

ITEM	NEED	HAVE	ITEM	NEED	HAVE
Balloons			Take-home containers		
Balloon Weights			Candles		
Ribbon			Thumb tacks, string, tape		
Helium Tank			Trash bags, paper towels		
Streamers			LIST OTHER THEME-RELATED ITEMS BELOW:		
Yard Signs					
Relay For Life Banners					
Garlands					
Centerpieces					
Tablecloths: round, rectangular, rolls					
Table accessories: clips, skirts, overlays					
Plates: Dinner, Luncheon, Dessert, Bowls					
Napkins: Beverage, Lunch, Dinner					
Cutlery: Knives, Forks, Spoons					
Cups: Hot, Cold					
Stirrers, Drink Parasols, Straws					
Serving bowls, utensils					
Chafing racks, sterno					

Resources:

- Local Party Supply Stores
- Use your favorite Internet search-engine to search "discount party supplies"
- <http://www.orientaltrading.com>

Step 9: The Activities

Party activities will depend largely on the type of party you are hosting. A Murder Mystery Dinner or American Idol Party has an obvious activity. However, some parties – and some guest lists – may require a few icebreaker activities to get people talking to one another. Below are some ideas for simple party games to get you started:

- Play a game of Autographs to help break the ice among new friends. Each player is given a sheet of paper and a pen. Instruct them to make their mark by drawing a picture, making a squiggle, tracing their hand and then hand the piece of paper back to you, the host. The host then selects two detectives, who must try to determine whose autograph is whose. The winner can be awarded a prize for identifying the most correct autographs.
- Break the ice--literally. Place a neatly folded t-shirt in a plastic bag with 2 cups of ice and freeze overnight, make one frozen t-shirt for every 2 to 3 party guests. Divide the party guests into teams and instruct them that they have to "break the ice" on the t-shirt so that one member of their team can wear it. The first team to succeed wins!
- Arrange your guests in a line and have them pass an apple between their chin and their chest to the next person in line. If someone drops the apple, they are eliminated and the apple goes back to the start of the line. The game will get harder and more entertaining as the remaining players try to fight their laughter to pass the apple down the line!
- Take your guests back to ancient Egypt with a game of "Dress the Mummy." Hand groups of 2 or 3 guests a single or double roll of [toilet](#) paper and instruct them to wrap up one of their teammates in the toilet paper to resemble a mummy. The team with the most well-dressed mummy are the victors and can be rewarded with themed candy or other prizes.
- Get people talking with the "Who Am I?" icebreaker game. Hand out slips of paper with names of famous people on them and ask your guests to tape them to their foreheads at the beginning of the party. Throughout the night, they should ask other party goers questions to figure who they are. The person who figures out who they are first is the winner but the game should be played until all guests know what famous person they were given.

For more ideas, check out these web sites:

- <http://www.partygamecentral.com>
- <http://www.divinedinnerparty.com>
- <http://wilderdom.com/games/Icebreakers.html>

Step 10: The Thanks

Within a month following the party, it's important to thank your guests for supporting your Party with a Purpose. This can be done with handwritten thank-you note cards, a photocopied letter, photos from the party with a note written on the back, or an electronic thank-you card. It's a good idea to use the same format as the invitation used for your party.

When writing a thank-you note, be sure to include the following:

- Thank the person for attending your Party with a Purpose and making a donation to the American Cancer Society Relay For Life
- Explain your personal reason for becoming involved with Relay For Life
- Announce the total amount raised through the party
- Mention one or two things that the American Cancer Society does with the donations they receive, such as cancer research, educational programs, advocacy efforts, and services for cancer patients and their families (see pages 4-5 for more ideas)
- Close by letting the person know how they can get more information about the American Cancer Society – either by calling 1-800-ACS-2345 or by visiting www.cancer.org

For web sites and tips to make homemade thank-you notes, to use free templates, or to utilize electronic thank-you messages, see pages 11-12.

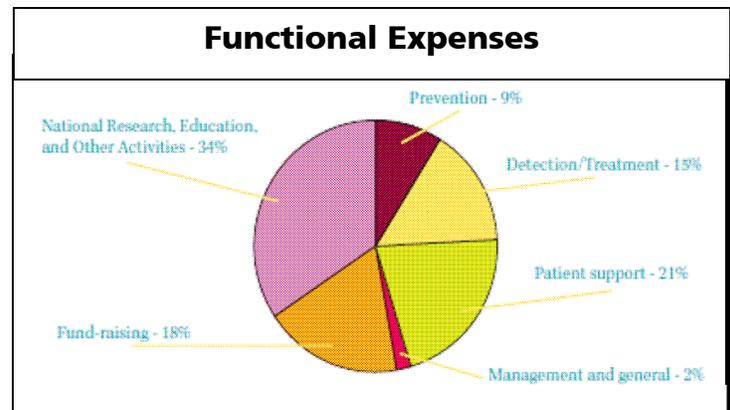
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Making a Wise Investment: Frequently Asked Questions

How can I evaluate the American Cancer Society's work?

Just as you would evaluate any company's performance, we invite you to measure the American Cancer Society based on the results we've achieved. For decades, the Society invested in educating the public about prevention and early detection. That investment is paying off. Although our population is growing, cancer death rates are consistently declining. This is largely due to decreased smoking rates, higher screening rates and less-invasive, more effective treatments.



Reflects 2008 Expenses

Why should I trust the American Cancer Society?

Established in 1913, we have adhered to strict governance and financial stewardship standards and have a proven track record. We have earned the coveted Better Business Bureau Wise Giving Alliance National Charity Seal, which is awarded only after rigorous evaluation of governance, fundraising practices and stewardship.

Are we making progress in the fight against cancer?

Yes, more people are surviving cancer than ever before. People are avoiding cancer by eliminating the use of tobacco products. More people are receiving life-saving screening tests that can detect cancer at a pre-cancerous or localized stage.

These breakthroughs are the result of American Cancer Society-funded research, which focuses on giving new researchers their start. We have invested \$3.1 billion in cancer research and funded an unprecedented 42 Nobel Prize Laureates for science and medicine. Society-funded researchers have discovered breast cancer genes and developed highly effective treatments for leukemia, the PSA test for prostate cancer, Tamoxifen and Herceptin for breast cancer, and genetically based treatments such as Gleevec for leukemia.

What exactly does the American Cancer Society offer to patients and caregivers?

We have made significant progress toward our goal of reaching every newly diagnosed patients in California with prompt, reliable information and compassionate support. American Cancer Society patient services focus on easing the journey from the date of diagnosis to long-term survival.

Other local programs often connect long-term survivors with newly diagnosed patients. These include Reach to Recovery, Road to Recovery, Man to Man and Look Good...Feel Better. To supplement this work, the Society maintains a comprehensive community resource database of support programs provided by other organizations.

How does the American Cancer Society compare with other organizations?

Many other organizations do excellent work, but none quite compare with the American Cancer Society and the scope of our mission. No other cancer organization:

- is fighting cancer on the four fronts: research, education, advocacy and patient services.
- has invested more in cancer research, including specific projects for breast cancer.
- had funded 42 Nobel Laureates for cancer research discoveries.
- provides information and support by specialists 24 hours a day, 365 days a year.
- maintains a comprehensive database of local community resources to patients.
- provides confidential consulting services to employers and programs that promote healthier employees.
- has regional offices throughout California.
- has launched a separate advocacy organization that is fighting for meaningful health coverage for all.

Be comfortable knowing your gift will have a strong return on investment and that the American Cancer Society is committed to ensuring your contribution makes a difference in the fight against cancer. Visit www.give.org to learn more about the Better Business Bureau Wise Giving Alliance, and the Wise Giving Seal that we have earned.

(Sample Invitation)

Join our Mardi Gras Celebration!



Friday, February 27, 2009

8:00 p.m.

Kim's House - 1 Main Street, Hope, NY

Donations requested*

RSVP by February 20, 2009

(123) 456-7890 or kim@mymail.com

Bring a friend!

**Mardi Gras masks and beads are
encouraged!**

**This Mardi Gras Celebration is a "Party with a Purpose."*

We ask that all guests donate the amount typically spent on an evening out.

All donations will support the American Cancer Society -

The American Cancer Society is the nationwide community-based voluntary health organization dedicated to eliminating cancer as a major health problem by preventing cancer, saving lives, and diminishing suffering from cancer, through research, education, advocacy and service. For more information about the American Cancer Society, please visit www.cancer.org or call 1-800-ACS-2345.

Host(ess) Tips for a Fabulous Party

- Don't unpack your non-perishable items. It seems like a waste of precious time to put these items away and then spend time digging them out again. Designate a "party supply area" in your home and just leave the bags there.
- Empty your coat closet. By making some room in the closet ahead of time, you eliminate the need to clean another room before the party...just so guests can leave their coats on a bed.
- Clean no higher than your tallest guest. Just because you're having guests doesn't mean you should do an in-depth cleaning of your home.
- Be prepared to greet your first guest 30 minutes before the official start of the party. You never know who will be early; so plan ahead and be ready to party ahead of schedule.
- Turn off the TV and turn up the music. Unless the party is centered around what is on the television, it can be a party downer.
- Forget dirty dishes – keep a few boxes in the kitchen (office paper boxes and wine cases are durable and a good size). Stack dishes in one, glassware in another and stow the boxes out of sight until after the party. When the last guest is gone (or the next morning), load the dishwasher and set it to soak then wash.
- Don't lose plates to leftovers. If you plan to send guests home with food, consider picking up inexpensive plastic containers that you won't worry about getting back.
- Keep extra trash bags near trash receptacles. This makes it convenient to change the bags throughout the party.
- Keep bathroom-cleansing wipes in the bathroom. This allows guests to help you keep the bathroom spotless throughout the party.

Formal Parties: How to Set a Table



1. Dinnerware

- Dinner plates are placed directly in front of the seat, about two inches from the table's edge
- Salad plates are placed to the left, above the fork
- Bread plates vary. If there is a salad course, they are placed on the right, above the knife (to the left of the glassware), higher than the salad plate. If there is no salad course, the bread plate goes to the left above the fork.
- If serving a soup course, the soup bowl is placed directly on top of the dinner plate.
- Clear dishes after each appropriate course. If several dinner courses are served, replace dinner plates as necessary.

2. Silverware

- For a formal place setting, only the appropriate silverware should be used, never any excess. Utensils are lined up about $\frac{1}{2}$ an inch away from the plate and lined up evenly at the bottom.
- Forks are placed on the left side of the plate. Knives (with the cutting edge facing inward) and spoons to the right of the plate. Butter knives are placed directly on top of the bread plate.
- Silverware should be placed on the table in the order it will be used, so the furthest from the plate will be used first. For example, salad forks are placed on the outside of the dinner forks.
- Dessert silverware is placed sideways about $\frac{1}{2}$ an inch above the plate, toward the center of the table. The spoon is placed first, closer to the plate with the spoon-end on the left. The fork is placed above the spoon, facing in the opposite direction with the fork-end to the right - - so that if the guest were to pull the handles of the silverware down around the plate upon dessert service, the fork would still be on the left and the spoon on the right.

3. Glassware

- Water glasses should be placed on the right, directly above the knife.
- Wine glasses (and any additional beverage glasses) are placed to the right of the water glass.
- Coffee cups and saucers are placed on the table to the right of the knife and spoon.

4. Napkins & Placecards

- Napkins can be folded neatly to the left of the forks or placed directly on the dinner plate. Never put napkins in any glassware because it can leave lint remnants in the glass, which are unappealing in someone's beverage.
- If place cards are used (usually for larger dinner parties), put them above the dessert silverware, to the left of the glassware.

Source: http://www.ehow.com/how_2135336_set-table-properly.html