



**NPH USA**

Raising Children. Supporting Families.  
Transforming Lives.

## HOST A CULTIVATION EVENT

A cultivation event is volunteer-driven and aspires to introduce NPH USA to potential supporters. It can be formal or informal and the type of event would most likely dictate the number of people you would invite. Examples include cocktail receptions, dinner parties, picnics, and barbeques.

### HOW TO HELP OUR KIDS AT NPH

1. Charge an admission price upfront. Your guests will hear a short presentation about NPH USA and how they can help.
2. No admission price upfront. Your guests will hear a short presentation about NPH USA and a donation request will be made.
3. No admission price upfront. Your guests will hear a short presentation about NPH USA and will not be asked for a donation, but a follow up request will 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 needs (including event schedule)
- ▶ **2 weeks out:** Contact the guests who have not 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 transforming children's lives
- ▶ **1 week after event:** Send thank you notes and do any necessary follow up

### LEARN MORE

If you are interested in hosting an event, please contact us or visit [nphusa.org/hostevent](http://nphusa.org/hostevent)