



The Gbomai
Bestman

Foundation

"Being the change we wish to see in World"

**WANT TO HOST A
FUNDRAISING EVENT
FOR GBF?**

START HERE!



EVENT CHECKLIST

Find Venue

-Call your local pizzeria, a posh ice cream shop, or a jazzy restaurant in your hometown and set up a time to meet with the owner/manager about sponsoring your event or donating their space free of charge.

-Or, home is always a great venue!

Pick a date

Create a guest list and Invite them

-See our sample invite for snail mail.

-Or, send an e-invitation, personal email, or create an event on facebook to invite your specific guests.

Advertise

-For larger events where advertisement is needed, in addition to social networks (a facebook group, twitter, etc), print out flyers to spread the word as well.

Set a menu

-For an event in your home, set your menu to match your theme.

-For that event at a venue in your town, ask the owner/manager if they could also sponsor or donate food for the evening.

Set an agenda for the event

-see our Sample evening agenda

Print brochures provided by GBF on our website under "Host an event"

Donations

-Kindly send your proceeds to our office address:

*8115 Fenton Street Suite 204
Silver Spring, MD 20910*

-Do not forget to thank your guests for their attendance and donations

College and High School Students:

- Create a host committee of your coolest friends who are down for the cause. Invite them to host this event with you.
- Invite school clubs or leagues you are a part of to host this event (ex: “The University Fashion Club & International Business Club present – a Game Night benefiting The Gbomai Bestman Foundation”)
- Contact GBF to be a college/high school representative if you find that you loved hosting an event. We’d love to have you on board!
- Set a target goal for the amount of funds you would like to raise. That way you can decide whether to charge your guests an entry fee host the event free of charge. If you choose the former, be sure to tell your guests that their attendance would raise money for a good cause.

Organizations

- Contact us to have a representative from GBF speak at your event!
- GBF is always looking for organizations to join in partnerships to increase awareness about the basic necessities needed for healthy mothers and children in Liberia. Contact us in this regard!

To special donors:

Dear _____,

Many thanks for attending my event this _____ and making my fundraising efforts such a success! Thanks to your generous and gracious donation of \$_____, I was able to reach my goal of \$_____ - I couldn't have done it without you! I, along with the staff at GBF, appreciate your immediate recognition of this matter's sense of urgency, as the future of Liberia depends of the health of its mothers and the safe delivery of their children. Your donation will be a critical part of the solution GBF is championing!

A representative from GBF will be in contact with you within the upcoming weeks to give you details about what your generosity will contribute to and to provide you with a tax receipt if needed. Visit their site, www.gbomaibestmanfoundation.org, to get more information on the progression of their mission and once again, thanks for jumping on board!

Appreciative,

**To attendees in which fee was required for attendance;
attendee without donation:**

Dear _____,

Many thanks for attending my event this _____ and making my fundraising efforts such a success! Thanks to your attendance I was able to reach my goal of \$_____. I, along with the staff at GBF, appreciate your immediate recognition of this matter's sense of urgency, as the future of Liberia depends of the health of its mothers and the safe delivery of their children. Your donation will be a critical part of the solution GBF is championing!

A representative from GBF will be in contact with you within the upcoming week. Please visit their site www.gbomaibestmanfoundation.org to get a glimpse of their ongoing and upcoming projects. Do not hesitate to align yourself with their worthy cause and sponsor a care package to support one of the most important faucets and bearers of our race - a mother.

Appreciative,

Hosting a GBF Dinner? a House Party? Intimate get-together?

6:00 pm: Greet your guests as they arrive and be sure to have them to sign in as the fill up the venue.

7:00 - 7:45 pm: This time can be used to let your guest mingle and network with other attendees. They can chat about GBF over refreshments, not to mention, how awesome you are for supporting such a cause! This time also allows for those arriving late to arrive in time for your presentation.

7:45 pm: Begin gathering your guests into the presentation or dinner area (for a dinner, this is the time that the first course of the dinner can be served).

8:00 pm: This is all you! Introduce yourself and the event!

8:10 - 8:30 pm: Present The Gbomai Bestman Foundation!

- Tell your audience about our mission
- Tell them why you care and what lead you to
- Tell them why GBF's work makes a difference
- If you have one, introduce your fundraising goal for the night and invite them to partner with GBF financially. Explain why they should contribute, and how they can do so financially during the night (at your sign up both that doubles as a contributions reception!)

8:30 - 8:45 pm If you arranged to have one of our fun GBF representatives at your event, you can give them the floor at this time. If not, replace this with the slot below.

8:45 - 10:00 Dine & Entertain & Dance!

Throughout the night, you can always direct the conversation towards the issue of the evening. Ask what people thought. How did it strike them? Lastly, be sure to station yourself near the door to say good-bye to all your guests and arm them with GBF literature!

***This sample agenda can be modified for every type of event! It should be used simple at a skeleton to plan your beautiful evening! ***

SAMPLE 1

PLEASE JOIN _____ & _____
IN A FUNDRAISING EVENT FOR
THE GBOMAI BESTMAN FOUNDATION

A 501 (C)3 ORGANIZATION DEDICATED TO THE HEALTH
AND WELL BEING OF MOTHERS AND CHILDREN IN
LIBERIA

INCLUDE SPECIFIC INFORMATION ABOUT THE EVENT
BELOW

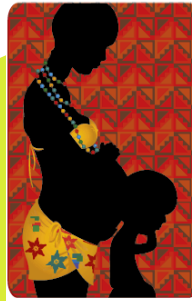


the Gbomai Bestman

F o u n d a t i o n

"Being the change we wish to see in World"

A Fundraising Event with



Please Join _____ & _____
in a fundraising event for

The Gbomai Bestman Foundation

a 501(c)3 organization dedicated to the health
and well being of mothers and children in Liberia

Include specific information about the event
below



SAMPLE 3

*The University Fashion Club & The International Business
Club present
a fundraising event*

VEGAS NIGHT'S

for



the **Gbomai
Bestman**
Foundation

a 501(c)(3) organization dedicated to the health and well being of mothers
and children in Liberia

*Include specific information about the event below (i.e. where,
when, entry fee, etc.)*

PLEASE JOIN MARISSA WASH, JOSEPH YSEF
& THE CITY LEAGUE
AT THE
REDDINGTON RESTAURANT
FOR COCKTAILS & DINNER
BENEFITING

THE GBOMAI BESTMAN FOUNDATION
DEDICATED TO THE HEALTH AND WELL BEING OF MOTHERS AND
CHILDREN IN LIBERIA

*Include specific information about the event below
(i.e. where, when, entry fee, etc.)*



the **Gbomai**
Bestman
F o u n d a t i o n

8115 Fenton Street Suite 204
Silver Spring, MD 20910
Phone: 301.588.1286

I would like to give a **one time** gift of: \$ _____

I would like to give an **ongoing** gift of: \$ _____ monthly

Name: _____ Email: _____

Address: _____ City: _____

State: _____ Zip: _____ Phone: _____

Please provide your contact information for receipting purposes



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