Easy Steps for Hosting a Dining For Women Chapter Meeting

1. Schedule your event and invite your friends
   • Visualize your meeting. Do you want to meet for dinner, lunch, coffee? Would your friends like to potluck, BBQ? Where would you like to meet? In a home, at work, on campus? Do you want to rotate locations and program presenters?
   • Set a regular date for your meetings. For example, a chapter meets the third Monday of every month.
   • Make a list of people you want to invite.
   • Send email, e-vite or paper invitations with date, time and location of your meeting along with a short introduction about DFW. See Sample Invitation.
   • Follow-up invitations with a reminder email or if needed, a personal call (crucial for good attendance).

2. Plan the chapter meeting
   • Review the Program Fact Sheet and Food for Thought for that month’s featured program and visit the Program’s website to familiarize yourself with the organization.
   • Prepare a short presentation about DFW and the program of the month. See Sample Meeting Agenda.
   • Have hostess gather supplies you will need for the meeting (see Hostess Checklist). Make certain your members know what to bring if you have a potluck.

3. Host the chapter meeting
   • Layout name tags, Attendance Sheet, collection basket and any other information about DFW you’d like to be seen.
   • Don’t forget to have everyone sign the Attendance Sheet.
   • Ask for hostesses and program presenters for future meetings.
   • Collect contributions in the form of:
     o checks made out to Dining For Women,
     o online credit card payments on the DFW website
     o DFW does not accept cash. Cash may be consolidated into one check and sent with donations, however, a tax receipt will not be sent to cash donors.

4. Follow-up
   • You may want to keep a list/file of chapter members, address, emails, etc. and donation amounts for your records.
   • Refer to Collecting Donations on our Chapter Resources page for detailed donation steps.
   • Send a thank you and follow-up email to your chapter.

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Changing the world one dinner at a time