



HOST 12 CHECKLIST

Your job is simple: Bring the people together. We will help tell the story.

BEFORE YOUR GATHERING

- ☐ **Choose your gathering.** United Before Breakfast, United Lunch & Learn, United After Hours, or another gathering.
- ☐ **Choose your date, time, and location.**
- ☐ **Contact United Way to coordinate your gathering.**
- ☐ **Customize your Host 12 flyer.** Add your organization/logo, event format, date, time, and location.
- ☐ **Make your invitation list.** Your goal is to have 12 people in the room, so invite more than 12.
- ☐ **Send your invitations.** Use the sample email and text message in the toolkit, or make them your own.
- ☐ **Follow up personally.** A quick call or text can make the difference between an invitation and someone actually showing up.

BEFORE YOUR GUESTS ARRIVE

- ☐ **Confirm your expected guests.**
- ☐ **Make sure the space is ready and welcoming.**
- ☐ **Print the \$12 for 12 Commitment & Information Form.** Print double-sided; the QR code is included.
- ☐ **Confirm the details with your United Way representative.**

AT YOUR GATHERING

- ☐ **Welcome your guests and thank them for coming.**
- ☐ **Share briefly why you chose to Host 12.**
- ☐ **Introduce United Way and let us help tell the story.**
- ☐ **Invite guests to join our \$12 for 12 initiative.** \$12 a month for 12 months, or more.

AFTER YOUR GATHERING

- ☐ **Thank your guests for coming.**
- ☐ **Follow up with anyone who wanted more information.**
- ☐ **Celebrate the people who said YES to being part of 12 for 12.**

You brought the people together. Together, we tell the story.

WILL YOU TRUST US WITH \$12?

