

1 Week before Checklist

Follow up RSVP's

Don't be afraid to send your guests a quick reminder about the event. Post a message on your Facebook event, or send a text. You can use this time to ask people who can't make it if they would still like to donate.

Plan activities

Use our Host Tips sheet for ideas on how to make your event a fun celebration of Birthday For Babies. Choose the activity you might like to do on the day and start planning the equipment you will need, e.g. raffle books, prizes, paper, pens.

Order catering

Cakes, cupcakes, or specialty drinks should be ordered now. Some bakeries will require more or less notice depending on your preferences and their schedule so be sure to triple check their ordering instructions ahead of time.

Begin social sharing

Tell your guests about our Birthday For Babies event #birthdayforbabieshost so they can share their photos on the day.

Make your decor

Print out our fun DIY bunting on the Hosting Tips webpage and get your craft on. Also take this time to buy your colourful tablecloths, plates and cups. You can also some fun decorations at your local Spotlight or party store.

Ask for event helpers

If you feel like your event is big enough you might like to ask a friend to help you on the day. You can ask them to do little jobs like helping setup, or help serving around food.

On the Day Checklist

Setup

As soon as you get access to your venue, or have the family out of the house, start setting up. It's never too early. Get your table cloths on and put out plates, cups and plates.

Food and catering

Finish any last minute cooking, or start to warm up pre-cooked food. Start displaying the food one or two hours before, wrap them tightly to ensure freshness. Pop your drinks on ice.

Decorate

Blow up any balloons, stick up your bunting, and throw around any sparkle. Make sure there are a few seats available (if it's not sit-down). Don't forget to put your DonationBox or DIY jar out somewhere easy to see.

Guests

Greet guests as they arrive: welcome them and thank them for coming to support your event and for any plates of food or donations they have brought.

Donations

Some guests will bring cash, while others may have forgotten or want to donate with their credit card. Have your online Everyday Hero fundraising page open on your laptop or tablet.

Motivate

Choose a time special time during the event you may like to officially welcome everyone, and share your story again. Your personal touch might help motivate people to ask questions and make a donation during the event.

Enjoy

Don't forget to take a moment - or ten - to sit down and enjoy the event!

Show your appreciation

Thank all your guests for coming, and for their donations. You can print out a 'Donation Used For' page from the Host Kit and display somewhere, which gives more information on what donated funds are used for at Still Aware.