

Hosting a Donor Event

Introduction

Thank you for your willingness and effort to host a donor event. We appreciate your commitment to Totara Springs. This is a guide to help you host the event successfully.

Steps:

1. Set a date and time.
2. Invite guests. Make sure they know that the purpose is to raise awareness and funds for TSCC.
3. Make sure you have the right resources. Check [the donor website](#) to see what is available. If you need handouts of any documents, let us know and we can supply them to you. If you plan to use the slides and/or videos, make sure you have that set up.
4. On the day of the event, spend the first 30mins eating and socialising
5. Show the fundraising [video of Chris](#)
6. Share personal stories of experiences at Totara Springs. Ideally you or one of the guests can share a personal story. If not, we are in the process of recoding video stories of some alumni. This will be available soon.
7. Show [Brian's video](#).
8. Make a call to action. Ask the guests to become actively involved with TSCC. There are different ways in which guests can become involved:
 - a. Become a prayer partner. If they are not already signed up to the newsletter, ask them to [join the mailing](#) list so that they are updated on what is happening at TSCC and what prayer requests we have.
 - b. Make a once off donation to a specific project or to the general fund.
 - c. Become a monthly donor by selecting a monthly donation on [the website](#). Every drop counts so any donation is appreciated.
 - d. Be involved in the banquet on 19 November. There are numerous ways to become involved. They can be table captains that will help recruit table hosts. They can be table hosts who will fill tables with invited guests. They can sponsor a table or be a more general sponsor for the whole event. On the day they can volunteer to help prepare the venue. Use the [RSVP form](#) to indicate your involvement.
 - e. Become a host for a donor event like this.
9. Please make people aware of how they can donate. Give them a Partnership form.
10. Take a photo of all the partnership forms. Send the photos to office@totarasprings.org.nz. Let the guest keep the partnership form.
11. We would like to keep track of all donors so that we can thank them appropriately. If a guest does not want to share the info on the partnership form with you as host, or would like more time before completing the form, let them take a photo of the completed form and let them email it to: office@totarasprings.org.nz
12. Suggested prayer to end the evening or before dinner:

Father God, we gratefully acknowledge your generous provision of food from the earth and refreshments to gladden our hearts. We pray especially for the gospel of Jesus as it is shared at Totara Springs Camp and we thank you for the opportunity this evening to participate in this meal together and to learn more about the plans God has for His people & ministry there. (Ki taku whanau, Me nga hoa, Me te kai, Kia Ora – For our family, friends & food, we say thank you) - AMEN
13. Thank everyone for coming.