



Sunshine Cathedral Dining with Friends Fundraiser 2019



Dear Sunshine Cathedral Supporter – on behalf of Sunshine Cathedral and the Sunshine Cathedral Board of Directors, thank you for interest and participation on our First Dining with Friends Fundraiser.

Below, you will find some helpful information and tips on how to make your Dining Event successful and beneficial to Sunshine Cathedral. Should you have a question please do not hesitate to ask.

1. What is Dining with Friends?

Dining with Friends is a fund-raising activity that leaves the specific design in your hands. The beneficiary of this event is Sunshine Cathedral. The money raised helps Sunshine Cathedral to continue with our mission.

2. What Kind of Dinner Party Should I Host?

What kind of dinner party do you generally enjoy hosting? You may choose to host a potluck and spread out the cooking amongst all your guests. You may have a theme or costume party {these have been very popular in the past}. Maybe you want to host a chili night? All types of events are valid, and we appreciate the variety. Any size party is great! It can be a small intimate party of 2-4, or a grand evening with 200 people. The size of your event location will determine how many people you can accommodate.

3. How and Who Do I Invite?

- Think of all the people you know from church, neighborhood, work, and various social circles. Invite as many as you feel you can comfortably handle.
- Use the sample invitation template below to invite people. Today people use email invitations, telephone calls, mailed invitations and EviteTM.
- Be sure to add your phone number to the invitation so guests can confirm their attendance.
- Give your guests as much advance notice as possible. It is not uncommon to invite people to a party at least four weeks in advance.
- Follow up the invitations with a phone call. A phone call can help increase the number of invited guests attending.

4. When Do I Hold the Event?

Dining with Friends will take place during the month of March. Also, there will be a free Dining Out Appreciation Social on Friday, April 5 from 6p – 8p in the Chapel. Please be sure to include this information in your invite – we all to make it a wonderful celebration. At this gathering we will also announce the amount raised.

5. How Do I Ask Guest to Donate?

We know asking for money is never fun. To that end, we have created a sample invitation at the end of this document to gently encourage your guests to contribute.

6. How Much Should Guests Donate?

- Decide whether you will require a minimum contribution for your party. Experience has shown that people will be much more generous if the host does not ask for a specific amount. On the invitations, we have asked people to be as generous as possible, and many hosts underline or add a comment to the invitation to echo this request.
- One common question heard is "how much should guests donate?" One great response is to encourage donations that are equivalent to what the guests would have spent on a nice dinner out like what you have served to them. This lets guests have the flexibility to contribute at a level that is comfortable for them. Remind them that there is a free Dining with Friends Celebration to be held on April 5. So, the value of participating is more than your event alone.

7. What is the Event Celebration?

The Event Celebration is a one night gathering of hosts and guests. The event acknowledges the effort and contribution of hosts and thanks all guests for their contribution as well. The event includes dessert. There will be a cash bar.

8. Collecting Donations at Your Event?

- Select a person to act as "assistant" at your dinner so that you will be free to play host.
- The assistant will assure that each donation is placed in a separate envelop.
- The assistant will be responsible for assuring that donor envelopes have complete information and for completing the host envelope for submission to Sunshine Cathedral. Each envelope will need the donor's full name and address (this is especially important for cash donations) because we want to be able to thank everyone.
- At this point we will not be accepting donations via credit card for this event.
- Can I keep the cash and make the cash donation via credit card to Sunshine Cathedral? In the spirit of full transparency each donation should remain as it was received. We will not be accepting donations for the Dining with Friends via credit card.

9. Are Donations a Charitable Contribution

Donations are tax deductible. Tax donation credit can only be given providing it is identified.

10. Turning in Donations from Your Event

- You or your financial assistant must bring all checks and cash received to church on the Sunday following your party. Funds are to be given to Sunshine Cathedral Board of Director Member or our Executive Minister.
- Remember that all dinner participants are invited to the Event Celebration as guests of Sunshine Cathedral.

11. What About My Friends Who Cannot Attend but Wish to Donate?

- Individuals who cannot participate in a hosted dinner may attend the Event Celebration if they donate at the door. If you know of anyone who would be interested in participating this way, let them know that they need to present themselves at the check-in table at Sunshine Cathedral, and make their donation, which will allow them admission.
- If you invite a friend to your event and they are unable to attend, their donation is greatly appreciated.

12. I Want to Host a Party, So How Do I Get Started or I Have More Questions?

- Email the Sunshine Cathedral Dining with Friends Committee at BOD@sunshinecathedral.net to get started.
- Speak with any Sunshine Cathedral Board of Director Member

SUGGESTED INVITATION



Sunshine Cathedral Dining with Friends

We [Or insert your name0] are hosting “Dining with Friends” on [insert date] at [insert time] at the home of [Insert host name and address or the address of where you are hosting your event].

We/I invite you to this wonderful night of friends, and fellowship with the goal of raising money for the expanding work of Sunshine Cathedral.

The suggested tax-deductible donation of [Insert desired donation amount (or more)] should be brought to this party and supports the works of the Sunshine Cathedral.

Event Details

Date

Time

Home of [Insert Host Name(s)]

Address

Please let us know if you will attend so we can plan accordingly. You may bring your donation to our home on the night of the event. Please respond by telephone [insert your phone number] or email [insert your email address].

Looking forward to seeing you

[Insert your name(s)]