



#### **PRE-DINNER TO DO:**

- Download and submit your host registration form for your **Dining For Change (DFC)** event.
- Decide on the "type" of dinner: Pot-luck, Pizza party, Wine & Cheese, Coffee & Desserts, Bar-B-Q, or ??
- Determine the location of your **DFC** event: your home, spa/salon/school, a restaurant, or ??
- Create your guest list – our goal is an average of 10 people per event, but you are the host and you can decide!
- Call, email or mail invitations to your potential guests (see sample invite online at [www.ncacares.org](http://www.ncacares.org)).
- Include a map and directions to the **DFC** location (try an online mapping service like [maps.google.com](http://maps.google.com) or [mapquest.com](http://mapquest.com)).
- Spread the word: If possible recruit additional hosts. Consider passing the information on to your professional network, including distributors, other salon owners, your local cosmetology school owners and educators, etc.
- Finalize your choice of menu/meal.
- Confirm your final guest list
- DFC menu shopping list prepared and purchased or restaurant confirmed
- Check your supplies of plates, cutlery, napkins, glass wear, cups, ice, etc.
- Have a great event! Support. Enjoy. Empower. Have fun. Eat. Give.

#### **POST DINNER TO DO:**

- Send thank you letters to your guests (see sample online at [www.ncacares.org/diningforchange](http://www.ncacares.org/diningforchange)).
- Send photos, recap, and donations to the PBA | NCA's Dining For Change, Attn: NCA Cares Fund, 15825 N. 71<sup>st</sup> Street, Suite 100, Scottsdale, AZ 85254.