



Organizing a fundraising theme party

BEFORE THE PARTY

1. Find out enough about Ayni (<http://ayni.footboot.net/>) to be clear on what you are fundraising for and what the money will be used for.
2. Decide on a day, time and place to host a party.
3. Email our pre-made invite ([LINK](#)) to friends, family and work colleagues.
4. Look around for brightly coloured material to decorate the party place on the day, as well as Andean music to play. Don't forget to think about what you could wear on the day ([LINK](#)) to contribute to the Peruvian atmosphere.
5. If you have access to a projector and a computer, you can download some of our photographs from our website and show them silently as a slideshow throughout the night onto on of the walls.
6. Prepare little tests of the food and drinks that you are planning to offer at the party, to make sure you know how to do it. Here are some recipe suggestions ([LINK](#)). For more visit www.cooks.com and use their recipe search.
7. Prepare a talk about Ayni. Using pictures here will help the audience imagine the reality of the projects a lot better. It can be a short ([LINK](#)) talk with just some main points or you can choose to make it a half hour presentation ([LINK](#)) where you go more into the debt of the projects, talking about up to date achievements, future mission etc.
8. Make a donation box. You could print out the Ayni logo ([LINK](#)) and stick it on the outside.
9. Ask a couple of friends if they can help you out on the day of the party and tell them ahead of time what you would like them to do. You yourself will be super busy just assuring the order of things and hosting the guests.
10. If you wish, you could plan a quiz or other game that involves information about Ayni and Peru.

ON THE DAY OF THE PARTY

1. Decorate the party place.
2. Prepare the food and drinks.
3. Make sure there are enough seats for everyone, it can be anything from chairs and benches to blankets, pillows and cushions on the floor.
4. Make sure there is an optional dance floor if people should feel the urge to get up when they hear the lively Latin and Andean tunes.
5. Set up the projector, stereo and other technical tools you will be using.

AT THE PARTY

1. When the guests arrive, have your helping friends serve the welcome drink.
2. When everyone has arrived, take a moment to welcome the guests and tell them about the evening order of things.
3. Let the guests mingle for a while and warm up the atmosphere, then do your Ayni talk.
4. When your talk is finished, have your helping friends start serving the food to the guests while they ask you questions they may have about the projects.
5. When they are finished eating, run the optional quiz or other game with the guests.
6. The party could either end here or you could dance into early morning hours...

Please note:

This is quite a straight forward and simple way of organizing a theme party. You can of course through in a lot more such as exciting games, surprises, a raffle, theme related performances, competitions etc.