**10 Point Chili supper Planner**

1. Determine budget for cost including location, printing, food, dinnerware/ utensils, etc.

2. Set a date and secure location

3. Print tickets, flyers and any other necessary materials. (See #5 for additional printing)

4. Committee rally members to sell tickets. Seek commitment from members as to how many tickets they will sell. Determine money turn-in dates and times. Sell tickets at door as well.

5. Committee members recruit sponsors for event. (WE sold ad space on placemats for the Chili supper itself.)

6. Silent auction item procurement. (Tickets to NBA games, Chimney sweeping, use your imagination! We recommend having a separate committee responsible for the silent auction)

7. Recruit volunteers (Kitchen Staff, runners {Last minute tasks}, Set-up and Clean-up, Silent auction). Our chapter had enough volunteers between members, family members and friends that we did not have to use outside volunteers. However, it is a great opportunity to recruit volunteers from your sponsors and donors! Make sure to have a schedule in place so that everyone knows what their job is and when they are expected to do it. In addition, I recommend a Braille table, a technology table and educational materials for attendees to learn about our positive philosophy of blindness.

8. Media contacts-newspaper, television …anything having to do with the community section and events. This attracts donations from those who cannot attend and draws more to your event.

9. Schedule the execution of event. What will happen and when? Who is responsible for each item on the schedule? Microphones? Table set-up? Who will MC? Do a walk through the afternoon before the event.

10. Breathe, everything will go well if you have planned well. Have a great event!

We have scheduled this as an annual event having started the program in 2010. The first year we made approximately $3500 after expenses. Last year we made approximately $6,000 after expenses. Initially, we put together the event to raise funds for a memorial scholarship in the name of one of our charter members who helped to establish our chapter. The chapter voted for half of the funds to go to the scholarship fund and half to go to the chapter.