

# PLANNING CHECKLIST

## FOR YOUR GIRLS' NIGHT IN

### SET A DATE

- Send out a save the date to your guests!

### EVENT IDEAS

- Choose a theme. Whether it's a movie night, dinner party, or a pamper night there are plenty of ideas in your host guide.

### INVITES

- Download invites from the downloads section available at [GIRLSNIGHTIN.COM.AU](http://GIRLSNIGHTIN.COM.AU) or create your own.

### DONATIONS

- Be sure to share your online fundraising page with your guests to get the donations rolling in early.

### ACTIVITIES

- Here are a few ideas to get you started; download a movie, stock up on face masks or dust off your favourite board game.

### PRIZES

- If you want to hold a raffle or an auction, ask local businesses for a donated prize, they are usually keen to help out.

### MOTIVATE

- Send your guests an event reminder to get them excited. You may wish to include the theme, dress code or details on anything you would like them to bring!

### BANKING YOUR FUNDS

- After your event, the easiest way to bank is online at [girlsnightin.com.au/bank](http://girlsnightin.com.au/bank).

### My Fundraising Goal

\$

### Notes

### To Do List

### My Guest List