

# Take a seat

at the table

a community effort to fight hunger

## ideas & tips for hosting

Here is a step by step guide to hosting your own Take A Seat event. Hosting an event is simple. The event can be whatever you make it. Some might choose an evening in the comfort of their homes with just a few close friends; some may choose larger, more structured events. There is no wrong way to do it and following this guide is completely optional, but here for you to make it a little easier:

### to prep

1. Sign up to host online by [clicking here](#) or contact Haley Kardokus, Events Manager, by email [hkardokus@okfoodbank.org](mailto:hkardokus@okfoodbank.org) or call 918-936-4544.
2. Set your fundraising goal. Determine how you want to collect the money from your guests.
3. Send out an invite to family, friends, co-workers, or anyone you want to Take A Seat at your table. You can find sample print invitations and email templates on the Take A Seat webpage.
4. Send a confirmation email to all registered guests a few days before your event.
5. As your event approaches read the Ideas and Tips for Hosting.
6. Print out the “Food Bank Numbers at a Glance”, discussion questions and menu cards to set your table.

### to serve

7. Once your guests have arrived, invite them to Take A Seat and serve the food.
8. Throughout dinner, hosts are encouraged to engage guests in a conversation about fighting hunger in our community.

### to end

9. Take pictures of your guests as they Take A Seat and share with the Food Bank and on social media. Sample social media posts are available on the website in the Take A Seat section.
10. End the event by asking people: What did they learn? What is one action step they will take moving forward to combat hunger in our community? Do they plan to get more involved in fighting hunger in our community?
11. Collect donations from your guests and submit based on your preference.

### to follow

12. Send follow up email thanking Take A Seat participants. Submit your [guest list](#) to the Food Bank so we can follow up with a thank you card and information about fighting hunger in our community. Encourage guests to share about their experience on social media.



## here are a few tips to make your event successful:

- Spreading the word: Start with people you know and branch out from there. We find tables of 8-10 people are ideal for a dinner, though you can do it with a few or as many as you want.
- Make the event itself creative, light and fun: Hunger is a serious issue, but that doesn't mean the event has to be somber. Through your event, you are acknowledging the challenge of hunger, you are raising awareness and engaging in a positive effort to help solve a problem
- Involve your guests: That said, it's nice to remind your guests of why you are gathering together. Utilize the materials provided by the Food Bank to engage in conversation.
- Encourage guests to donate what they can: Giving is relative. Whatever the right amount is, guests should be encouraged to donate what they can. Guests can also donate little by little over time; donate anonymously if they so choose, or even write a special note.
- Give a generous donation window: Even though the Take A Seat campaign is only ten days long, you can raise money for the cause for as long as you like. You can set the donation window for anytime between now and the end of the year. You can even send out reminders after your event saying we're still accepting donations and we'd still love your help.
- Choose a theme, time and location that interests you. The event can be as simple or involved, as large or as small as you want. All events will impact at some level.
- Don't forget to share: It's always a good idea to post to social media, especially if your event has an attendance cap. Often the people who donate the most are people who want to support the cause, but can't be there.