## GLMA House Party Checklist

**GLMA staff will ask to know who will be involved.**

<table>
<thead>
<tr>
<th>GLMA Party Planner Name</th>
<th>Phone Number</th>
<th>Email Address</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Host Name(s) – if different than above</th>
<th>Location of Reception</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Host Phone Number</th>
<th>Host Email address</th>
<th>Date/Time of Reception</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Co-sponsor (if any)</th>
<th>Mailing Address</th>
<th>Email Address</th>
</tr>
</thead>
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<table>
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<tr>
<th>Co-sponsor(s) -if any</th>
<th>Mailing Address</th>
<th>Email Address</th>
</tr>
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</table>

### Goals for the reception

### Pre-Reception Tasks

- [ ] Reserve site
- [ ] Invitations created and sent (RSVP Preferred)
- [ ] Have I invited my Facebook friends?
- [ ] Food and beverage ordered
- [ ] Volunteers to greet, serve, tend bar
- [ ] Send names to GLMA office for name tags
- [ ] Have I received GLMA Material?
- [ ] Will I need a P.A. system?
- [ ] Do I have and understand the target grid?
- [ ] Return shipping to GLMA office arranged

### Materials for the Reception

- [ ] Sign-in Sheets
- [ ] Membership Forms
- [ ] Name Tags
- [ ] PA system (if needed)
- [ ] GLMA Literature
- [ ] Provider Directory Forms
- [ ] Ink Pens
- [ ] Music
- [ ] LHF Brochure
- [ ] Pledge/Donation Envelopes
- [ ] Markers
- [ ] Door Prizes
- [ ] Healthcare Equality Index
- [ ] Recent GLMA Conference Program (if you have one)

### During the Reception

- [ ] Who will greet guests and ask each to sign in?
- [ ] Who will take pictures and gather names?
- [ ] Who will be responsible for collecting membership forms and payments?
- [ ] Welcome from the host
- [ ] Introduction & thanks to sponsors
- [ ] Membership pitch from GLMA Board Member
- [ ] Testimonial from member about the value of the conference
- [ ] Promotion of upcoming annual conference
- [ ] Testimonial from member about the value of the advocacy GLMA does
- [ ] Announcement of matching donation incentive

### Post-Reception Tasks

- [ ] Send all materials to GLMA as soon as possible
- [ ] Collect photos and send to membership@glma.org
- [ ] Debrief with GLMA staff
- [ ] Send thank you notes