Step-by-step Instructions:

How to PLAN your party!

Pick a date to hold your party. This should be at least three weeks in the future, to give yourself adequate time to prepare as well as to make sure guests know far enough ahead of time.

1. *Send out your invitations.* Use the ones provided in this packet or feel free to design your own.
2. *Estimate the number of guests you expect will attend* — you should have guests RSVP at least a week ahead of time so that you know an exact number. Each recipe serves 6 as a main dish, so take this into account when planning out ingredients and the menu.
3. *Decide which recipe you want to make.* Decide on the rest of your menu.
4. *A week before, write your final shopping list.*
5. *Decide on the party's agenda.* You don't need to print out anything formal or provide your guests with a program (unless of course you want to!), but this will help you to know what else you need to do.

Here is a sample agenda for the day of the party:

6:00 pm: Guests arrive; serve appetizers

6:30 pm: Hand out EPES/AHA materials and any pictures, items, etc. that you want to share with your guests

6:45: Serve the chili and any other main dishes. Ask guests to assemble to watch your presentation as they enjoy the meal.

7:00 – 7:20 pm: The presentation! Hand out any materials.

- **7:00 – 7:05:** Introduction—when I went to Chile, how I found out about EPES, what is AHA/EPES, why we're all here.
- **7:05 – 7:10:** "Building Healthy Communities" DVD
- **7:10 – 7:20:** Your individualized presentation about your time with EPES, asking your audience to support you in supporting EPES. Include photos and show and tell! ☺
- **7:20 – 7:40:** Guests have option to donate to EPES and ask questions.
- **7:40 – ?** Party on! And dessert.