

## ● *Planning the Party Checklist*

- Decide on date, place, and time.  
Date: \_\_\_\_\_ Day: \_\_\_\_\_ Place: \_\_\_\_\_ Time: \_\_\_\_\_
  - Determine the number and ages of the children you can accommodate.  
Number of Guests: \_\_\_\_\_ Ages: \_\_\_\_\_
  - Create a guest list.
  - Contact the homeless shelter to get names, ages, and gender of children who will be receiving gifts, or if they prefer gifts for moms.
  - Download invitations or make your own.
  - Include the name, age, and gender of the child receiving a gift in your invitations, or simply "mom," along with an explanation about the gift giving process. See samples at [TheLegendOfTheGospelTrain.com](http://TheLegendOfTheGospelTrain.com).
  - Decide how you will send the invitations.
    - Regular mail
    - Facebook
    - In-person delivery
    - E-mail
- If you are doing this as a church-wide event for children/teens, etc., you can invite guests through:
- Your church's website
  - Your church's Facebook page
  - Your church's bulletin
  - Fliers
  - Postcard invitations
- Decide who will be responsible for sending them out.  
Name: \_\_\_\_\_
  - Determine the deadline for when they must be sent. Date: \_\_\_\_\_
  - Decide RSVP date and include it on the invitation. Date: \_\_\_\_\_