

# HOST Checklist

Friends for the Arts

## YOUR EVENT DETAILS

Event Name: \_\_\_\_\_ Date & Time: \_\_\_\_\_ Venue: \_\_\_\_\_

## PLANNING & PREPARATION

- Pick your event theme
- Pick your event venue
- Create a guest list to invite
- Fill out the host form on our website:  
[www.ashecountyarts.org/friend](http://www.ashecountyarts.org/friend)

## INVITING GUESTS

- Send invitations or announcements.
- Include a way for your guests to RSVP
- Remind your guests close to the event date

*Let us know if you need assistance with your invitation! There is a fillable invite sample on our website. If you have any trouble with the document we are happy to assist you.  
Or design your own invite!*

## EVENT DAY

- Provide a way for your guests to leave a donation. A basket at the door works well for checks & cash. We are happy to provide you a small sign with a QR code to donate online if your guests prefer.  
Checks made out to: Ashe County Arts Council
- Provide information about the Arts Council. We have a handout that makes this very easy to do. Printed copies available upon request. Email Joni at [director@ashecountyarts.org](mailto:director@ashecountyarts.org) to let us know how many you need.

## POST-EVENT WRAP-UP

- Bring donations to Ashe Arts Center: 303 School Avenue, West Jefferson
- Share your guest list if you have not done so. Lists can be emailed to Joni: [director@ashecountyarts.org](mailto:director@ashecountyarts.org) or dropped off at the Arts Center.
- Have event highlights you would like to share? Email them to Joni: [director@ashecountyarts.org](mailto:director@ashecountyarts.org)