



The Big Brunch Drive Checklist

Plan your event

- ☐ Set a date & time - Pick a convenient day for friends, family and colleagues.
- ☐ Choose a location - Your home, a park, local cafe or a virtual brunch.
- ☐ Plan the menu - Will you cater, guests bring dishes, or will you order brunch?
- ☐ Create a guest list - Invite friends, family, neighbours and co-workers.
- ☐ Print off resources from the Meals on Wheels website - or create your own!
- ☐ Send out Invitations - allow for pre-donations, people may want to donate, even if they can't attend. Be sure to include a RSVP for catering purposes.

At the event

- ☐ Greet guests and have a "Thank you" moment - Acknowledge attendees and the impact they are making.
- ☐ Share the cause - talk about why The Big Brunch Drive matters, using our resources.
- ☐ Take photos & videos - capture the fun and share on social media.
- ☐ Encourage donations - if they haven't already, remind guests to donate.

Post event wrap up

- ☐ Thank attendees - Send a thankyou message using texts, email or social media.
- ☐ Share your success - let attendees and other know how much you raised. Use social media to share your great work!
- ☐ Send all donations to Meals on Wheels via bank deposit or online at www.mealsonwheelssa.org.au

Help keep our wheels turning.

