



## Earth Dinner Event Check-List

Task	Due Date
Secure venue, date, and time ("time" includes reception/cocktails start time and dinner start time)	
Speak to the chef or caterer about what ingredients are needed for your meal and if any of those ingredients could be donated.*	
Obtain invitation list and determine how many invitations need to be printed	
Create invitation, seating cards, and any other signage needed	
Create menu. Consider including the name and location of any farms where the chef/caterer sourced their ingredients.	
Determine who on the invite list can serve as table facilitators** at the event (one facilitator per table)	
Invitations are mailed (4-6 weeks prior to event date)	
RSVPs are tracked. 2 weeks prior to event, make follow-up calls to invitees that have not RSVP-ed, if needed.	
Compile final RSVP list and give to event contact to bring with them to the event for guest check-in.	
Event contact arrives early to the dinner to be sure signage is up and the Earth Dinner cards selected for use are displayed on the tables (usually 1-2 cards per course)	
Event contact greets guests and hands out seating cards, if used.	
Dinner begins: Welcome, Intro of Earth Dinner, Special Guest Speaker (if applicable), Farmer Recognition, Chef Recognition (these can happen throughout the evening as appropriate)	
Event contact displays Earth Dinner cards and any other literature near the exit so guests can take as they leave	

\* Local farms or co-ops may consider donating ingredients, and you may apply for food donations, fundraiser supplies (if applicable), and monetary grants at [www.earthdinner.org/support](http://www.earthdinner.org/support)

\*\**table facilitators*: table facilitators hold the Earth Dinner cards at each table. They can read each card or ask others at the table to take turns reading them. Facilitators keep conversation flowing, but are sure not to dominate.