

# Best Friends Dinner

*The grown up dinner helping children with a lot on their plate*



## How to host your own Best Friends Dinner

**Thank you so much for signing up to host a Best Friends Dinner – we really appreciate your support and hope you have a great night.**

**You may have loads of experience throwing amazing dinner parties, or perhaps you're a novice quaking at the very thought of boiling an egg – we've put together the following guide to get you thinking, but it's your night, so be as creative as you like and make it a night to remember!**

**If you'd like to chat through any aspect of your planning just give us a call – we'd love to hear from you.**

### Four weeks to go: The Basics



- Establish a budget. This may sound dull but it could affect how many friends you invite, the type of food you'll serve and your theme.
- More exciting – decide who to invite!
- Choose a date and time - any time between Friday 20<sup>th</sup> and Sunday 29<sup>th</sup> November.
- Pick a theme to help with your invite. Will you have a dress code, do your guests need to bring anything, does anyone have dietary requirements? - this will all need to go on the invite.
- Use the template invite on The Place2Be website fill in your details and send to your guests! Ask them to RSVP at least two weeks before the date, as this will give you enough time to make changes to menus or invite additional guests.

### Three weeks to go: Thinking Ahead

- Create a menu – think about how many guests are coming, if you will have nibbles or cocktails to start, do you want to keep things simple or go all out and be experimental? Dessert could be lots of little cakes rather than one large dessert; this way people can help themselves and wander around more freely to chat about The Place2Be!
- Make a shopping list – this is important to do in advance in case you need to check speciality stores for any hard to find ingredients or plan how to save time on the day by preparing some food ahead.
- Do you need any extra plates, cutlery, saucepans and decorations? Make sure you have plenty of time to beg or borrow if you don't have everything you need.
- If you are hand-making any decorations (such as name settings) start on these now...often little things like that can take much longer than you think they will.
- If you would like to have a raffle or auction and are going to ask friends to donate their services or shops to donate prizes then do the asking now.



## One to Two weeks to go: Start preparing food and atmosphere

- Chase up those last-minute friends of yours to see if they can come.
- Purchase any non-perishable goods.
- Place special orders with butcher, fish market, or fruit and veg shop.
- Clean the house – bribe family members to help!
- Think about background music – can a friend play an instrument? How about a mix CD?
- Print out case studies from our website [www.theplace2be.org.uk/dinner](http://www.theplace2be.org.uk/dinner) and plan how you will fit The Place2Be into the evening. Get in touch with the Fundraising Team if you need any ideas or extra help.



## A few Days to go: I can hear your tummy rumbling...

- Buy remaining grocery items.
- Start food preparation.
- Create a schedule for the day of your dinner party
- Sort out seating arrangements, finalise place settings and decorations

## On the day: Tuck in, enthuse about The Place2Be, and have a great time!

- Organise kitchen and dining area for the final countdown.
- Finish cooking.
- Choose your party outfit.
- Have a drink, a bubble bath and get ready to entertain!
- Remember to take lots of photographs.
- Tell your friends about The Place2Be and how they can get involved – you can use the case studies at [www.theplace2be.org.uk/dinner](http://www.theplace2be.org.uk/dinner) or show The Place2Be 3 minute DVD film (just let us know if you'd like one sent to you)
- Consider having coffee and dessert in a separate room if you have the space. A change of scene could help draw attention to the reason for your dinner party and make it easier for you to remind people to donate as they move around.
- Collect your donations.



## After your Best Friends Dinner: tackling the washing up!

- Tidy up – see if you can get someone to help with this delightful chore!
- Thank your friends for coming and for their support of The Place2Be.
- Send in your fundraising with a 'Money Return Form' (available at [www.theplace2be.org.uk/dinner](http://www.theplace2be.org.uk/dinner)).
- Email photos from the night to [events@theplace2be.org.uk](mailto:events@theplace2be.org.uk) and tell us how it all went – we'd love to hear your stories.

### Contact The Place2Be:

☎ 020 7923 5521

✉ [events@theplace2be.org.uk](mailto:events@theplace2be.org.uk)

🌐 [www.theplace2be.org.uk](http://www.theplace2be.org.uk)

**The Place2Be - Making a lifetime of difference to children in schools**  
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