

MINING FOR GOLD

MAXIMIZING YOUR EVENT'S HOST COMMITTEE

HOST COMMITTEE COMMUNICATIONS

INVITATION LETTER

Dear [name],

Thank you for joining us at [location] for [coffee, cultivation dinner, etc.]. It was a pleasure to get to know you and [personalized sentence].

We would like to invite you to join us in [mission related statement] by serving as a Host Committee member for the [event]. With you by our side, XYZ can [mission related statement].

The [event] will take place at XXX on [date]. XYZ is honoring [name], [title] of [company] for [commitment to cause]. This year's [event] promises to be an inspirational [time of day] as we highlight [name's] courage and celebrate the outstanding successes of XYZ.

It would mean so much to XYZ to have you as a member of our leadership.

WEEKLY COMMUNICATIONS

Dear Host Committee,

We are [number] weeks away from the event, and we have raised \$[amount] to date. Just \$[amount] away from our goal! The updated income report is attached for your reference.

I have also attached our sponsorship panels from the invitation. Please review and approve your logos/listings by [time] on [date]. If we do not hear from you, we will move forward as is.

If you have not yet fulfilled your [event] pledge, please do so by [date].

You have our heartfelt appreciation for your enduring passion and commitment to XYZ's mission.

FINANCIAL TRACKER

Influencer & Contact	Amount Raised
Parker, Mary	\$25,000
Smith, Jane	\$50,000
West, Robert	\$10,000
Total	\$85,000

New	Influencer	Alpha/ Company	Primary Contact	Level	Guest Count	Total Amount	Received	Pledged	Date
*	Parker, Mary	AAA	Guy Lloyd	\$20,000 Platinum Table	10	\$20,000	\$20,000		3/12/18
	Parker, Mary	Jones	Fred Jones	Contribution	0	\$5,000	\$5,000		3/02/18
*	Smith, Jane	ABC	Jane Smith	\$50,000 Diamond Table	10	\$50,000		\$50,000	3/16/18

