



**UNA USA**  
UNA Women

## INTERNATIONAL WOMEN'S DAY DINNER HOSTING PLAN

[International Women's Day](#) is a day to celebrate progress, call for further action, and highlight the women in our society who play an extraordinary role in their communities and countries.

A simple way to celebrate this International Women's Day is to host a dinner. Please be sure to adhere to COVID-19 safety guidelines when meeting in person. To plan a successful dinner:

### Step 1: Decide on the type of dinner event

You can coordinate donated food from local restaurants, order a catering service, or host a potluck where each attendee contributes a dish.

You could also choose to host a benefit dinner. Community and campus chapters may be able to receive donated food from local restaurants or grocery stores for the event. You could then charge each person a certain amount for the dinner to raise money for a local charity or community organization working to promote gender equality. [Campus chapters](#) may also be able to coordinate a benefit dinner in which a certain amount (around \$2) from every person who swipes their meal points card is donated to a cause of your choice.

### Step 2: Prepare your budget

Consider what a realistic budget for your dinner would be. Make sure to consider full event costs (food, venue, supplies, etc.) and any fundraising goals.

### Step 3: Secure a venue

Before inviting people from your local community/campus, organize a suitable venue for the dinner. For campus chapters, the dinner could be held at a dining hall or at a reserved conference room if food is permitted. For community chapters, the dinner could be held at a local community center, place of worship, or a member's house.

### Step 4: Invitation list

Be creative with who you invite! Try to invite people of different ages/genders who are able to offer unique insights based on their own experiences. Some ideas for people you can reach out to include:



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- Local professors, teachers, and school administrators
- Nonprofit leaders
- Social workers, community leaders and service workers
- Local politicians and well-known business leaders
- Colleagues and other personal friends

Be sure to invite a diverse group of people with different backgrounds, experiences, and skill sets who will be able to enrich discussions of gender equality and women's empowerment. This way, you can ensure that your International Women's Day dinner is a meaningful and enriching experience for all your guests.

#### Step 5: Plan the menu

Whether you cook at home, have a restaurant sponsor the dinner, or even plan a potluck, make sure there is good variety for all different types of tastes and food allergies.

#### Step 6: Promotion

We recommend heavily promoting your event to ensure that it's well-attended. If you promote your event on social media, be sure to use compelling images to raise awareness for International Women's Day and the cause you are supporting in honor of the day.

#### Step 7: The ambiance

Create a warm and welcoming space for guests so they feel comfortable and excited to learn more about International Women's Day. Make sure to take plenty of photographs (or hire a local photographer).

#### Step 8: Use social media

Post about the event on social media using #IWD2022, #USAforUN and tag UNA-USA: Facebook/Twitter: @UNAUSA Instagram: @una.usa

#### Step 9: Say thank you

The day after the event, send an email to all attendees thanking them for attending the event and supporting International Women's Day. You can also encourage attendees to join UNA-USA at [unausa.org/join](https://unausa.org/join).