INTERNATIONAL WOMEN'S DAY (VIRTUAL) 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 virtual dinner event. To plan a successful virtual event:

Step 1: Prepare your budget
Determine whether you'll have any expenses for your virtual event and plan accordingly. For example, if you choose to host your event on Zoom, free accounts only permit 40-minute meetings, so you may need to consider paid options.

Step 2: Secure a vendor
Consider your options with hosting a virtual event and determine which vendor to use to convene attendees digitally.

Step 3: 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:

- Local professors, teachers, and school administrators
- Non-profits
- 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 4: 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 5: The (virtual) ambiance
Create a welcoming space for guests so they feel comfortable and excited to learn more about International Women's Day. Make sure to take plenty of screenshots!

Step 6: Use social media
Post about the event on social media using #IWD2022, #USAforUN and tag UNA-USA: Facebook/Twitter: @UNAUSA Instagram: @una.usa

Step 7: Say thank you
The day after the event, send an email to all attendees thanking them for their participation and supporting International Women's Day. You can also encourage attendees to join UNA-USA at unausa.org/join.