

PIH Trustee Dinner Party FAQ

Dinner parties are a perfect way to deepen the commitment of current PIH supporters and introduce networks to strengthen and grow our base of supporters. Below are common questions we get about how to host a PIH dinner party, and our advice for a successful event. Please contact Fili Heider (fheider@pih.org) with any questions.

What does the timeline look like for hosting a dinner?

We suggest you start planning 3-6 weeks before hosting your dinner, and start by selecting a topic, program/format, speakers (if applicable), invitation list, date, and time. From there, we suggest sending out invitations 2-4 weeks in advance of the date, giving more lead-time if you're aiming for a bigger group. We also suggest sending thank you notes within a week following the dinner.

Who should I invite?

Dinner parties typically range between 5-30 people depending on your goals for the evening and the space. We suggest thinking about inviting any friends, family, current and former business colleagues, and current and former classmates who you think could be interested in learning more about PIH. We are also happy to help connect you with additional PIH supporters in your city if you'd be interested in hosting others!

How do I choose a topic?

The scope can be as broad or narrow as you like, but we generally think it works best to choose a topic of personal interest for which you'd like to help build awareness. Examples of specific topics could include: a clinical care area (e.g. maternal and child health or TB), a PIH site (e.g. Haiti given the upcoming earthquake anniversary or a country you've visited with PIH), a project (e.g. the new Maternal Center of Excellence campaign), or a broader facet of our work (e.g. medical education and training or universal health coverage).

What format works best for this type of dinner party?

For smaller groups (e.g. 5-12 people), a simple format with casual conversation about PIH or a participating staff member's work during the meal tends to work well. For larger groups (e.g. 12-30 people), you can consider a meal followed by a presentation, video, facilitated discussion, "fireside chat" style discussion, or even a panel featuring PIH speakers.

What resources does PIH have to help?

PIH has staff and an experienced events team ready to provide as much or little support as you need, such as by:

- Creating a nicely formatted invitation
- Drafting outreach and follow up notes
- Managing invitation and RSVP lists
- Helping you choose a topic or specific content to feature
- Providing logistical staff support leading up to and/or the day of the event
- Arranging for a PIH clinician or implementer to speak
- Helping you secure catering or A/V services
- Sharing PIH content such as videos, handouts, and slide deck presentations
- Providing resources and information on how to give to PIH

How do we follow up with people who attend?

We'll take your lead on how to follow up with your guests, but we recommend they at least receive a personalized thank you note within a week. From there, you can consider putting guests in touch with a PIH staff member to learn more about the organization or a specific project of interest, sharing PIH resources such as our website, mailing list, and social media pages, or asking your guests to consider supporting PIH directly if that is comfortable for you. We are here to support you in whichever ways feel best!