



“Pages Across America” Book Party Timeline & Check List



- Decide to hold a “Pages Across America” Book Party to celebrate *Achieving the Impossible!*
- Contact CHEJ to tell us when and where your party is!

5 Weeks in Advance

- Choose a party format (cocktail reception, afternoon tea, etc.)
- Decide on a minimum donation amount (\$25 - \$100 per guest). This covers the cost of the book (\$10+ shipping) and allows you to collect a donation for your community group (if appropriate), to split with CHEJ, or to give entirely to CHEJ. (*Books will cost \$19.95 to the general public.*)
- Create a guest list

4 Weeks in Advance

- Print invitations from www.chej.org/partykit.htm. You will need Avery 5389 postcards or the equivalent. It prints two postcards per sheet and each card measures 4 inches by 6 inches.
- Mail invitations or create an email invitation at www.evite.com

3 Weeks in Advance

- Call guests to follow up on your invitation

1 Week in Advance

- Confirm RSVPs and call those who’ve not RSVPed
- Plan food and beverages

Day of the Party

- Display your group’s and CHEJ’s materials on a table
- Prepare food and beverages
- Plan your remarks; get a friend ready to make the first donation

Party Time!

- Collect guests’ donation at the door and ask them to sign-in. Checks should be made payable to your group or to CHEJ.
- Show CHEJ DVD and/or read aloud one of the stories from *Achieving the Impossible*
- Talk about your local efforts (if appropriate) and why you support CHEJ
- Ask guests to support your group and/or CHEJ with an additional donation

Follow-up

- Send donation forms and checks or credit card numbers (MasterCard & Visa only) to CHEJ.
- Send thank-you notes to your guests.

Go the Extra Mile

- Follow-up with those who couldn’t attend but expressed interest in your work, CHEJ, or the book. Tell them about the event, your work (if appropriate), and your reasons for supporting CHEJ. Then ask them to support your group and/or CHEJ!

We’re here to help! Please contact CHEJ if we can assist you in any way:

Center for Health, Environment & Justice

150 S. Washington St. Ste. 300, P.O. Box 6806, Falls Church, VA 22040

703-237-2249 ext. 24 * sbrindle@chej.org * www.chej.org