

- WHEN? - Clear a date well in advance. Repeat successful projects annually with a new twist for new interest.
- WHERE? - Wherever there is plenty of space, and where the event won't disturb others. If you're renting make sure the location is accessible. Draw a floor plan, allow plenty of room for booths etc. Make sure of parking space.
- WHICH? - For community support, you'll do better with a few large projects. Sales of all kinds do best; also good: card parties, plays and suppers. Offer many ways to spend money.
- HOW MUCH? - What people are willing to pay varies with the tastes, needs and groups in your community. Evaluate circumstances. Is money scarce or plentiful? Have there been other fund raising events recently? Do people need what you are selling? Don't overestimate the value of your merchandise. On handmade items, figure the cost of all materials used. Be guided by the price of comparable commercial items. Price all merchandise.
- WHAT SELLS?- Attractive versions of everyday things; pot holders, throw pillows, shopping bags, baby sets, teens' frills, pin cushions, lingerie cases, tissue-box covers, pencil holders, washable, cuddly baby toys. Also decorative seasonal items; sparkling Christmas candles and ornaments and tablecloths, mistletoe hoops, and gifts such as fancy eyeglass cases, evening bags, veiling. Price merchandise reasonably.
- WHAT FOR? - State the purpose of your project clearly. Have name in prominent place. People like to know what group they are supporting.
- WHO DOES WHAT?- Appoint a committee. The chairman chooses her committee heads and helps them select their members. She is specific about each committee's duties. She keeps a general record for future reference, the committees keep detailed records.
- Menu committee selects the dishes according to theme, make arrangements as to who brings what.
- Kitchen committee organizes the actual work in kitchen and also to take care of and sell the left-overs.
- Serving committee. Set and decorate tables, assign waitresses' duties, remove soiled dishes.
- Others: ticket sales, publicity (make a publicity schedule and keep to it - signs, write up in local paper, radio, T.V., final write up)
- Hostess duties, decorating, cleanup.
- PRICING - Doubling the cost price is usually done unless the work is exceptionally nice and a bit difficult to do, then three times the cost of the materials is not out of line. Also the place where one lives will have something to do with this, as in cities the asking price might be more than in a small town where more people may do the same type of work.