



POST EVENT STEWARDSHIP PLAN - DRAFT

Recipient	Methods	Who	Comments
New attendees	Call preferred for all	<ul style="list-style-type: none"> Board member with relationship; If no relationship, assign someone or ED If \$1K or more, Board Chair send note also 	<p>Mention any donation made (bling, wine, gift of love, auction item) and how money raised will be used</p> <p>Ask about their interest in learning more about MH, offer tour of Malta House</p>
Repeat attendees (did NOT donate)	Handwritten Note	<ul style="list-style-type: none"> Board member with relationship or ED 	<p>Thank for continued support of event</p> <p>Ask about their interest in learning more about MH, offer tour of Malta House</p>
Repeat attendees (DID donate)	<p>Call if relationship or if donated more than \$1K</p> <p>Note if less than \$1K and not a relationship (to begin establishing relationship)</p>	<ul style="list-style-type: none"> Board member with relationship; If no relationship, assign someone or ED If \$1K or more, Board Chair send note also 	<p>Mention any donation made (bling, wine, gift of love, auction item) and how money raised will be used</p> <p>Ask about their interest in learning more about MH, offer tour of Malta House</p>
Donated but did not attend	<p>Call if relationship or if donated more than \$1K</p> <p>Note if less than \$1K and not a relationship (to begin establishing relationship)</p>	<ul style="list-style-type: none"> Board member with relationship; If no relationship, assign someone or ED If \$1K or more, Board Chair send note also 	<p>Mention success of event and how \$ donated will be used</p> <p>Ask about their interest in learning more about MH, offer tour of Malta House</p>
People who donated live auction or other significant raffle items	<p>Personal call</p> <p>Letter of acknowledgement</p>	<ul style="list-style-type: none"> Person w/relationship/committee member ED/development staff, Board Chair send note also 	<p>Mention how the \$ raised will be used</p> <p>Ask about their interest in learning more about MH, offer tour of Malta House</p>
Non-committee volunteers	Handwritten Note	<ul style="list-style-type: none"> Event Chair, committee members 	<p>Ask about their interest in learning more about MH, share volunteer opportunities at Malta House</p>