

# How to host a Picnic for Pinnacle

Hosting a #PicnicForPinnacle but not sure how to get started? This handy guide will help you get your event up and running!



**PICNIC FOR  
P/NNACLE  
REUNITE**

## Step 01/

### CONFIRM THE DAY AND LOCATION

You can host your Picnic any day that suits you and your friends! Pick a location with plenty of space for picnic rugs and blankets. Public parks and gardens can make great picnic spots, or even a backyard for a more intimate affair! Remember, there're prizes up for grabs for the best #PicnicForPinnacle photos tagged on social media, so try to choose a picturesque or iconic area!

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## Step 04/

### MAKE A BACKUP PLAN

It's best to have a backup plan just in case things don't quite work out the way you planned. It may rain suddenly or there might already been a big group of people in the spot you had hoped to use for your picnic. Planning a backup is always a good idea and arriving at your picnic spot early will give you time to enact the contingency if the worst happens.

Remember that whatever your plan is, you will need to be able to get that information to your guests in time for them to still make the picnic without too much delay.

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## Step 02/

### TELL ABSOLUTELY EVERYONE!

No picnic is complete without your friends and loved ones! Invite everyone you'd like to see at your Picnic via social media, email, SMS and group chats, or face to face! Our host pack includes email headers and footers, plus a range of different invitations that you can send to your friends.

Now is also a great time to discuss what each person is going to bring to the Picnic, so you know you have all your bases covered. If someone is not sure what to bring, our easy Recipe Cards feature favourite recipes of various volunteers, ambassadors, and board members from The Pinnacle Foundation!

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## Step 05/

### SEND A DONATION REMINDER

A week out from the Picnic, remind your guests to donate and have their donation certificate/donation receipt ready to show on the day, whether that's on their phone or as a print-out from their computer. For those who forget, the printable Donation Cards from the host pack will provide a quick way to donate to The Pinnacle Foundation directly from their phone's web browser!

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## Step 03/

### PREPARE FOR THE BIG DAY

As the host, there is a bit of work you'll need to do to ensure you're ready for the event itself. By now you'll know the rough number of attendees and hopefully what most people are planning to bring. You'll also want to make sure that any specific dietary restrictions are known to ensure that people with allergies and other dietary requirements are accommodated. That should give you enough information to plan out your own menu and confirm that the location you've chosen is suitable for your group size.

You can use our handy check list to make sure you have everything ready for the Picnic:

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## Step 06/

### ENJOY YOUR PICNIC FOR PINNACLE!

You've done all the hard work now, so it's time to just enjoy the Picnic with your friends! Take as many photos as you can and post them to social media using the hashtag **#PicnicForPinnacle**; at the end of the event period there will be prizes for the best Picnic photos!

Don't forget to bin all your picnic rubbish at the end of the day to keep our parks and gardens gorgeous and clean! Most importantly, have a great time and raise some money for an incredible cause!

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## PICNIC CHECKLIST

- The location has been scouted and there is adequate space for your group
- You know what food and drinks you and your guests will be bringing, and there are no obvious gaps in the menu, such as ice or desserts
- You have enough picnic rugs and lawn chairs for yourself and any guest that may be missing one
- All your decorations are printed and ready to go, such as name tags or location posters
- You have a backup plan ready to go in case of rain, or availability issues with your original location
- You have all the essentials such as disposable cutlery, plates, cups, and napkins, as well as rubbish bags for post-Picnic clean up, toilet paper just in case, wet wipes, and fly spray
- You have a play list ready to go and something wireless to play music on, if desired
- Your attendees know how to donate to The Pinnacle Foundation, and your donation cards are ready to go