



Organize a Small Party or a Picnic

I. Advertise & Invite

a. Typical event ad format:

- Event
- Date & Time
- Venue
- What to bring
- Contact person with contact numbers and e-mail
- How to get there (provide a map or link, if necessary)

b. Advertising avenues:

- ISKA websites (ISKA Korea, ISKA Online, ISKA Facebook accounts)
- Personal Facebook
- Korea Herald Community
- Korea Times Community
- Other online bulletin boards for expats in Korea.

Note: Contact ISKA for ad placement on ISKA websites and Facebook accounts.

c. Get ready with your mobile phone, notebook, and pen to receive ad replies or inquiries. Get the caller's name, phone numbers, and e-mail address. This is an opportunity to build your mailing list for follow-up or for future events.

Helpful Tips:

1. If you can find a partner to organize and host the event, it will be easier than handling it alone. Two heads are better than one. Husband, family members, or friends can be a great help.
2. Hosting a Party

Things to Prepare

- Guest checklist
- Guest registration book
- Pen and paper
- Video or camera
- Food & Drink (Except for potluck)

Create a relaxing atmosphere for your guests. You may play music or play a movie in the background to create a mood. Greet each of them at the entrance. If the party is not a potluck, hand them a drink as they walk in or ask your assistant to lead them to the refreshment table, so they get loose. For potluck, thank them for the plate they brought and lead them to the food collection table. It is important that you make your guests feel comfortable. Always smile and thank your guests for coming at the end of the event as you walk them to the door.