

# SEPSIS ALLIANCE



## HOW TO: SIPS FOR SEPSIS IN YOUR HOME

Thank you so much for your interest in holding a Sips for Sepsis! Here, we will provide some information about how to host Sips for Sepsis in your home. Sepsis Alliance strives to save lives and reduce suffering by raising awareness of sepsis as a medical emergency. Your Sips for Sepsis fundraiser will help us in this mission.

This tool kit was developed to assist you and help you make your Sips for Sepsis fun and successful. Please reach out to Sepsis Alliance at any time with questions.

### GUESTS

A home-based event is an opportunity to invite people who may be interested in and capable of supporting Sepsis Alliance, and to introduce people to Sepsis Alliance for the first time. You can invite however many people you are comfortable hosting in your home, typically between 16 - 30 people.

A personal call is the ideal first invitation, followed by an email with further details. Many people also create a Facebook event to invite their guests. When it comes to an event, the more details that you can provide for your guests, the more comfortable they will be on event day.

### FORMAT

Pick a theme that you will enjoy as much as your guests! Some examples include wine and cheese pairing, a whisky tasting, or a local beer sampling.

### SUPPLIES

In addition to the beverages and snacks/food you select, we recommend having the following items on hand:

- Glassware (wine/beer and water glasses)
- Salad or dessert plates (appropriate for the snacks or food)
- Napkins
- Pens for check writing
- Sign in sheet or guest book (to remember who attended, for thank you notes)
- Favors (optional)
- Sepsis Alliance information
- TV and equipment, if you are showing any Sepsis Alliance videos
- Name tags

### DAY-OF PROGRAM

Recommended Sips for Sepsis length is 2 - 3 hours, based on the following program:

- 0:00 - 0:45** • Guests arrive and mingle. As host, welcome your guests and make introductions.
- 0:45 - 1:30** • Presentation - Share your own experiences and reason behind hosting Sips for Sepsis. You are welcome to use the prepared Sepsis 911 Community Education Presentation for information about sepsis and Sepsis Alliance. Encourage any other attendees affected by sepsis to share their experience as well. Conclude with an ask for support for Sepsis Alliance programs with a check or online gift. Make sure to thank everyone for their support and encourage them to continue enjoying the evening after the presentation.
- 1:30 - End** • Mingling and thanking everybody for their gifts, and for attending

### SUGGESTED TIMELINE

- 6 - 8 weeks prior**
  - Email Alex at [asadorf@sepsis.org](mailto:asadorf@sepsis.org) your idea
  - Begin asking potential invitees for a date that works well for them
  - Decide what format you will use
- 4 - 6 weeks prior**
  - Send out invitations
  - If you plan to use a caterer, book your date
  - If not using a caterer, plan what snacks you would like to serve, if any
  - Reach out to local bars, restaurants, and stores about potential donations for your Sips event
- 1 week before**
  - Send a reminder to guests
  - Call guests who haven't RSVP'd about their status
  - Arrange pick-up/delivery of the beverages
  - Practice your presentation and talk to any other attendees that have been affected by sepsis and might like to speak
- Day before**
  - Arrange your home for the traffic flow of people
  - Confirm beverage and food pick-up/delivery
- Post-Event**
  - Thank your guests for coming with personal notes
  - Thank any business that may have contributed
  - Send pictures from the event to Sepsis Alliance
  - Make notes on what worked and what can be improved for future Sips for Sepsis events
  - Report fundraising results to Sepsis Alliance and send checks to:

Sepsis Alliance  
1855 First Avenue, Suite 102  
San Diego, CA 92101

### CONNECT WITH SEPSIS ALLIANCE!

Questions about Sepsis Alliance or your Sips for Sepsis?  
Have some ideas to add? Let us know!

Email Alex at [asadorf@sepsis.org](mailto:asadorf@sepsis.org)



SEPSIS ALLIANCE  
*Suspect Sepsis. Save Lives.*

# SEPSIS ALLIANCE



## HOW TO: SIPS FOR SEPSIS IN A BAR OR RESTAURANT

Thank you so much for your interest in holding a Sips for Sepsis! Here, we will provide some information about how to host Sips for Sepsis in a local bar or restaurant. Sepsis Alliance strives to save lives and reduce suffering by raising awareness of sepsis as a medical emergency. Your Sips for Sepsis fundraiser will help us in this mission.

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### FINDING A VENUE

Some restaurants and bars will donate a portion of sales back to a registered charity (Sepsis Alliance) if you arrange a designated night with them and help bring people in. Another option is to sell tickets and have a set menu with that ticket, with a portion of ticket sales going back to Sepsis Alliance.

You can start by researching if other charities have done this in your area, where they did it, and reaching out to those establishments. If you have a friend that owns a bar or a neighbor that owns a restaurant, you can also ask if they would consider one of these fundraising options.

Sips for Sepsis can also be combined with another activity, such as a Dueling Piano performance or a wine and painting class.

### GUESTS

Use your networks to try to fill the venue with supporters. Encourage friends, family, coworkers, and neighbors to come out for the event and bring more people.

A personal call is the ideal first invitation for any guests that you want to make sure attend, followed by an email with further details. Many people also create a Facebook event to invite their guests. When it comes to an event, the more details that you can provide for your guests, the more comfortable they will be on event day.

### DAY-OF PROGRAM

Recommended Sips for Sepsis length is 2 - 3 hours, based on the following program:

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- 1:30 - End** • Mingling and thank everybody for their gifts and for attending

### SUGGESTED TIMELINE

- 6 - 8 weeks prior** • Email Alex at [asadorf@sepsis.org](mailto:asadorf@sepsis.org) your idea  
• Solidify a venue and date - make sure to get something in writing confirming the date and agreement
- 4 - 6 weeks prior** • Send out invitations  
• Create marketing materials for the event  
• If doing a raffle at the event, reach out to local businesses for donations  
• Decide what you will need for presentation (i.e. projector) and find out if venue has it or it needs to be brought in
- 1 week before** • Send a reminder to guests  
• Call guests who haven't RSVP'd about their status  
• Practice your presentation and talk to any other attendees that have been affected by sepsis and might like to speak
- Post Event** • Confirm timing and any technology or decor with the venue  
• Thank your guests for coming with personal notes  
• Thank any business that may have contributed  
• Thank the venue  
• Send pictures from the event to Sepsis Alliance  
• Make notes on what worked and what can be improved for future Sips for Sepsis events  
• Report fundraising results to Sepsis Alliance and send checks to:

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