

SHARE

EVENT TOOLKIT



SHARE A MEAL • **SHARE** A RECIPE • **SHARE** A CONNECTION Enrol a woman survivor of war in our year-long training programme, together

EVENT TOOLKIT

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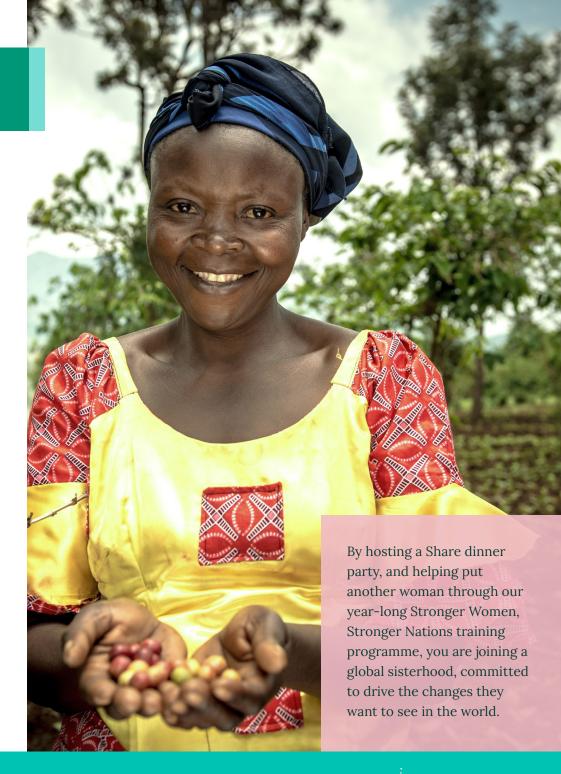
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SHARE EVENT TOOLKIT

INTRODUCTION

WELCOME TO YOUR SHARE EVENT.

THANK YOU FOR HOSTING A **SHARE** DINNER PARTY TO SPONSOR A WOMAN THROUGH WOMEN FOR WOMEN INTERNATIONAL'S STRONGER WOMEN, STRONGER NATIONS PROGRAMME.

This planning guide and the downloadable templates will help you plan a successful event.

By hosting an event, you're raising your voice on behalf of women survivors of war and helping us enrol another woman in our training programme in one of the conflict-affected countries where we operate.

Nothing brings us together like sitting down to share a meal. This is just as true in Afghanistan, the Democratic Republic of Congo, South Sudan, and all the countries where we work.

Sponsoring one woman's training costs £22 a month for one year – or £264 in total.

That's twelve friends paying £22 each.

For the cost of an evening out, you could transform a woman's life.







SHARE EVENT TOOLKIT

PLANNING **YOUR EVENT**

RECOMMENDED PLANNING STEPS



STEP 1

EVENT STRUCTURE

RECOMMENDED PLANNING TIME

6 weeks before your event

- 1. Determine the event format Will you be hosting a seated dinner or bring-and-share gathering? A weekend lunch or a dinner party?
- 2. Develop a guest list Think about reaching your fundraising target of £264. How many people you can invite and how much will you ask them to contribute as a donation? A simple format would be 12 guests paying £22 each.
- 3. Create a budget.
- 4. Choose your venue It could be your home, a restaurant, community space, or a park picnic table. Before publicising the location of your event, be sure to find out about all of your venue's requirements.
- 5. Select a time for your event.
- 6. Ask friends and family if they'd like to help you plan the event.
- 7. Let us know your plans! Once you've set a date and venue, please keep us posted and we can help support you in the run-up to the day. Contact Women for Women International at: sponsorshipuk@womenforwomen.org





STEP 2

THE **INVITATION**

RECOMMENDED PLANNING TIME

5 weeks before your event

- Send invitations Use the customisable invitation found in the event resources section to invite guests electronically, or by printing and posting.
- 2. Manage responses Now that your invitations are out, make sure you have a way to track the responses as they come in.



STEP 3

SCHEDULE & PROGRAMME

RECOMMENDED PLANNING TIME

4 weeks before your event

ESTABLISH AN EVENT SCHEDULE AND PROGRAMME

- Create an event timeline From guest arrival to the end of the evening, create a schedule of how you would like to structure your event.
- Establish the menu Please reference the sample menus found in this planning guide for a few ideas from Women for Women International's Share cookbook.





STEP 4

EVENT LOGISTICS

RECOMMENDED PLANNING TIME

3 weeks before your event

- Monitor your attendee list and make sure you have what you need for the day of the event.
- 2. Think about your table settings, chairs, food and drink quantities, seating charts, signs, event volunteers, etc.



STEP 5

EVENT FOLLOW UP

RECOMMENDED PLANNING TIME

2 weeks before your event

Follow up with invited guests who have not yet responded.



HAVE QUESTIONS? CONTACT US.

We are on hand to make sure you have everything you need to make your event successful.

If you have any questions or would like support in the run-up to your event, please don't hesitate to contact Women for Women International at: sponsorshipuk@womenforwomen.org.





A FEW DAYS BEFORE YOUR EVENT

- Reminder email Send an email to confirmed guests a day or two before your event as a reminder. Make sure you include any specific instructions your guests should be aware of (i.e. parking instructions, what they should bring, etc.)
- Coordinate with volunteers - If you have volunteers scheduled to assist with set-up, coordinate with them a few days before the event.



THE DAY BEFORE YOUR EVENT

- 1. Select your music.
- 2. Review your talking points and/or remarks.
- 3. Review materials and print any last minute documents.



THE DAY OF YOUR EVENT

- Prepare food and drinks -Make sure you give yourself enough time so that you are able to enjoy your guests' company.
- 2. Set up a guest sign in area.
- Display materials.
- Connect with us on social media during the event Send us your tweets and pictures at @womenforwomenUK on Twitter and Instagram, and on Facebook at Women for Women International UK. See the social media page of this planning guide for more information.
- Enjoy your event You are helping to transform the lives of women survivors of war!



AFTER YOUR EVENT

- Thank your guests for coming Send them an email or a thank you card.
- Transfer any funds raised within 24 hours. Donations can be made via our website: https:// womenforwomen.org.uk/donate
 - Or to arrange a bank transfer please email **sponsorshipuk@** womenforwomen.org.
- 3. If you raised £264 or more, you can sponsor a sister See Connecting with your Sponsored Sister on the next page.
- 4. Let us know how it went by emailing sponsorshipuk@ womenforwomen.org – We love to hear how your events go so do get in touch with an update on the event, your fundraising and any photos you are happy to share!

CONNECTING WITH YOUR **SPONSORED SISTER**

IF YOU MANAGED TO RAISE £264 FROM YOUR EVENT, YOU AND YOUR GUESTS CAN COLLECTIVELY SPONSOR A SISTER THROUGH OUR STRONGER WOMEN, STRONGER NATIONS PROGRAMME.

Sponsoring a sister means that over the next 12 months, you and your friends will help a woman to undergo an incredible transformation. She will receive a monthly stipend that enables her to pay for basic necessities like food, medicine, clean water, clothing and shelter for her family and to begin saving money. She will learn more about her real value and her human rights, and will graduate with new skills so she can earn an income and provide for her family. And it's all thanks to your Share event.

To sign up, go to www.womenforwomen.org.uk/sponsor-a-sister. Within 4-6 weeks you will be matched with your sister. We'll send you a welcome kit complete with everything you need to know about her, and you and your friends can stay informed about her progress throughout her time in the programme.

If you have any questions about setting up your sponsorship or how to pay for it with your fundraising, don't hesitate to email us at sponsorshipuk@womenforwomen.org.







SHARE EVENT TOOLKIT

EVENT **RESOURCES**



STARTER

Castelluccio lentils with tomatoes and Gorgonzola by Yotam Ottolenghi

1 small red onion, very thinly sliced 1 tablespoon good quality red wine vinegar 1 teaspoon sea salt 250q Castelluccio lentils 3 tablespoons olive oil 1 garlic clove, crushed 3 tablespoons chopped chervil (or parsley) 3 tablespoons chopped chives 3 tablespoons chopped dill 80g mild Gorgonzola, cut into rough chunks salt and freshly ground black pepper

For the oven-dried tomatoes

400g plum tomatoes (about 5) 8 thyme sprigs 1 tablespoon olive oil 2 tablespoons thick balsamic vinegar

PREPARE 10 minutes COOK 1 hour 30 minutes SERVES 4

- 1 Start by making the oven-dried tomatoes. Preheat the oven to 130 °C/gas mark ½. Quarter the tomatoes vertically and place skin-side down on a baking sheet lined with baking parchment. Arrange the thyme sprigs on top of them. Drizzle over the olive oil and balsamic vinegar and sprinkle with some salt. Roast for 1½ hours or until semi-dried. Discard the thyme and allow to cool down slightly.
- 2 Meanwhile, place the red onion in a medium bowl, pour over the vinegar and sprinkle with the sea salt. Stir, then leave for a few minutes so the onion softens a bit.
- 3 Place the lentils in a pan of boiling water (the water should come 3cm above the lentils) and cook for 20–30 minutes or until tender. Drain well in a sieve and, while still warm, add to the sliced onion. Also add the olive oil, garlic and some black pepper. Stir to mix and leave aside to cool down. Once cool, add the herbs and gently mix together. Taste and adjust the seasoning.
- 4 To serve, pile up the lentils on a large plate or bowl, integrating the Gorgonzola and tomatoes as you build up the pile. Drizzle the tomato cooking juices on top and serve.

MAIN COURSE

Tandoori Yogurt Chicken

by Bill McKibben



1.5kg chicken, cut into 8 pieces

1 lemon, juice only
500ml Greek yoghurt
1 onion, coarsely chopped
3 garlic cloves, crushed
3cm piece ginger, grated
1-2 red chillies,
deseeded and chopped
4 teaspoon ground turmeric
2 teaspoons garam masala
red food colouring (optional)
handful coriander leaves
2 limes, sliced in half

PREPARE 25 minutes, plus 8 hours marinating COOK 25 minutes SERVES 4

- 1 Using a sharp knife, cut deep slashes in the thickest parts of the chicken, but don't cut as far as the bone. Put the chicken pieces in a large bowl and sprinkle over the lemon juice, turning to coat. Season and set aside for 20 minutes.
- 2 Meanwhile, make the marinade. Put the yoghurt, onion, garlic, ginger, chilli, turmeric and garam masala in a liquidiser or food processor and blend until smooth. Add the red food colouring (if using).
- 3 Rub the marinade into the chicken, pressing it well into the slits. Cover and refrigerate for 8–24 hours.
- 4 Preheat the grill to high. Cook the chicken for 20–25 minutes, turning regularly, or until the juices run clear. Scatter over the coriander leaves and serve with the limes.



Orange scented olive oil almond cake

by Nell Newman



100g almonds
(or 100g ground almonds)
100g white rice flour
¼ teaspoon baking powder
½ teaspoon salt
3 large eggs, separated
175g granulated sugar
120ml olive oil

2 teaspoons vanilla extract ½ teaspoon almond extract

freshly grated zest of 2 oranges and 60ml juice, plus orange segments to decorate (optional)

60ml cooking sherry or Sauternes

To serve

flaked almonds (optional) slightly sweetened whipped cream or crème fraiche fresh berries

PREPARE 15 minutes COOK 40 minutes SERVES 8

- 1 Preheat the oven to 180°C/gas mark 4. Grease a 20cm round cake or spring-form tin, and line the base with baking parchment.
- 2 Toast the almonds in a frying pan over a medium heat until lightly browned. Cool, then grind in a food processor until fine. Sift out the big pieces and measure out 100g. Alternatively, use ground almonds.
- 3 In a mixing bowl, sieve the rice flour and ground almonds with the baking powder and salt.
- 4 Meanwhile, in a separate large mixing bowl, beat the egg yolks with an electric whisk until they are light in colour and texture, about 1 minute. Add the sugar and beat for a further 2–3 minutes until well combined. Continue to whisk and add the olive oil in a slow stream, followed by the vanilla and almond extracts, grated orange zest, orange juice and the sherry or Sauternes. Then fold the dry ingredients into this mixture, until just combined.
- 5 Whisk the egg whites in a clean bowl using the electric whisk (make sure the beaters are clean) until firm peaks form. Fold the egg whites into the yolk/flour mixture until well combined I prefer to use a clean hand for this, but you may use a spoon if you wish. Pour the batter into the prepared cake tin.
- 6 Bake in the oven for 30–40 minutes until light brown and a skewer inserted into the middle comes out clean.
- 7 When the cake is cooked, allow to cool in its tin for about 15 minutes, then run a butter knife around the edges of the tin before carefully inverting on to a clean, folded tea towel. Remove the paper from the base and invert onto a cooling rack (this prevents the rack leaving marks on the top of the cake). Garnish with flaked almonds and serve plain or with cream or crème fraîche and berries.

STARTER

Cheese and leek tart

by Emma Bridgewater and Matthew Rice



For the shortcrust pastry

200g plain flour, plus extra for dusting

pinch of salt

120g butter, chilled and cut into cubes, plus extra for greasing

For the filling

25g butter
4 leeks sliced
3 large eggs
250ml single cream
2 tablespoons of your favourite

mustard 200g Cheddar or goat's cheese, grated

For the salad

200g mixed green leaves 15g chopped parsley

For the dressing

4 tablespoons olive oil
2 teaspoons white wine vinegar
2 teaspoons brown sugar
squeeze of lemon juice
sea salt and freshly ground
black pepper

PREPARE 25 minutes, plus 30 minutes resting COOK 1 hour 10 minutes SERVES 4

- 1 First, make the pastry. Place the flour in a large mixing bowl with the salt and add the butter. Rub the butter into the flour using your fingertips until it resembles fine breadcrumbs. Then sprinkle 1½ tablespoons cold water into the rubbed-in mixture and mix with a round-bladed knife until a dough starts to form. Draw the mixture together with your hands until it makes a rough ball. If the mixture is too dry and will not form a ball, add a few extra drops of water. Take care not to make the dough sticky it will be difficult to handle and produce tough pastry. Wrap the pastry in cling film and refrigerate for at least 30 minutes.
- 2 Preheat the oven to 180°C/gas mark 4 and grease a 25cm round flan tin (ideally with a loose bottom). Roll out the chilled pastry on a lightly floured work surface until about 3mm thick and line the prepared tin. Use the prongs of a fork to prick all over, then line the pastry with a piece of greaseproof paper and fill with uncooked rice, dried beans or baking beans before placing in the oven. Bake blind for 25–30 minutes, remove from the oven and discard the greaseproof paper and baking beans. Return the pastry to the oven for a further 10 minutes, until it is just cooked but not coloured, then remove from the oven and allow to cool.
- 3 Meanwhile, make the filling. Melt the butter in a frying pan and gently fry the leeks for 10–15 minutes, until soft. In a bowl, beat the eggs with the single cream and mustard, then stir in the grated cheese. Season this mixture and pour into the pastry case, then bake in the oven for 25–30 minutes, or until the filling has just set.
- 4 While the tart is cooking, make the dressing for the salad. Combine the olive oil and white wine vinegar with a pinch of sea salt, a grind of black pepper, the brown sugar and a squeeze of lemon juice. Mix the leaves with the chopped parsley and toss with the dressing. Serve with the warm tart.



MAIN COURSE

Spinach and fennel risotto

by Sheryl WuDunn

250g spinach, washed
1 tablespoon olive oil
50g butter
1 onion, finely chopped
1 fennel bulb, thinly sliced
100ml dry white wine
350g risotto rice
1 litre chicken or vegetable stock
30g walnuts, toasted
and finely chopped
Parmesan, to serve
salt and freshly ground
black pepper

PREPARE 10 minutes COOK 30 minutes SERVES 4

- 1 Steam the spinach over a pan of simmering water for 2 minutes until wilted. Drain well then chop finely. Heat the oil with half the butter in a large pan over a medium heat and add the onion and fennel. Cook for 5–7 minutes or until softened but not browned. Add the wine and simmer for a few minutes until the fennel is tender. Add the rice and stir to coat the grains in the juices.
- 2 Meanwhile, pour the stock into a separate pan and heat until simmering. Gradually add the simmering stock to the rice, a ladleful at a time, allowing each addition to be absorbed before adding more, until the rice is almost tender and two thirds of the stock has been added. This will take about 15 minutes. Stir in the spinach and continue adding the remaining stock, a little at a time, until the rice is tender.
- 3 Remove from the heat and stir in the remaining butter and walnuts. Season to taste, then serve in warm bowls topped with shavings of Parmesan.





350g plain chocolate (70% cocoa solids), broken into squares
4 large eggs
350g light muscovado sugar
1 teaspoon vanilla extract
225g plain flour, sifted
200g walnuts or pecan nuts, roughly chopped

PREPARE 10 minutes COOK 30 minutes SERVES 6-8

- 1 Preheat the oven to 180° C/gas mark 4. Grease and line a 23×32 cm traybake tin.
- 2 Melt the butter and chocolate together in a small saucepan over a low heat, stirring regularly. When the lumps of chocolate are fairly small, turn off the heat there will be enough residual heat to melt the chocolate completely and you reduce the risk of overheating the mixture. Allow to cool.
- 3 Place the eggs, sugar and vanilla extract into a large bowl and whisk for 10 minutes, or until pale and fluffy. Stir the chocolate mixture into the egg mixture, then fold in the flour and chopped nuts.
- 4 Pour the mixture into the prepared tin and bake in the oven for 20–25 minutes or until a cake tester or skewer inserted near the edge comes out clean. The mixture should still be a little gooey in the middle. Allow to cool in the tin, then cut into 16 squares and serve.



ABOUT WOMEN FOR WOMEN INTERNATIONAL

Women for Women International invests where inequality is greatest by helping women who are forgotten — the women survivors of war and conflict.

In Afghanistan, Bosnia and Herzegovina, the Democratic Republic of the Congo, Iraq, Kosovo, Nigeria, Rwanda, and South Sudan, women learn skills to rebuild their families and communities through Women for Women International's Stronger Women, Stronger Nations Programme. They form support networks, are equipped with the skills to earn an income and save, and gain knowledge and resources about health and their rights. Since 1993, our global community has invested in the power of over 530,000 women across 14 conflict-affected countries, to create a ripple effect that makes the world more equal, peaceful, and prosperous.

To learn more about the power of women, for women, visit **womenforwomen.org.uk** or follow **@WomenforWomenUK** on social media.

UK Charity Registration Number: 1115109



Here in South Sudan... women's decisions are not taken into account. But now I send my two girls to school as I learned from my training that all children have the right to go to school.

 HELENA, PROGRAMME GRADUATE SOUTH SUDAN

OUR PROGRAMME

Women for Women International's Stronger Women, Stronger Nations programme encompasses a yearlong curriculum centred on teaching women their economic, social, and civic rights.

The women we serve receive life-skills training in:

HEALTH EDUCATION DECISION-MAKING NEGOTIATION CIVIC PARTICIPATION

Women also learn business and vocational skills and gain access to income-generating activities, so that they can move towards economic selfsufficiency.

As they go through the Stronger Women, Stronger Nations programme together, women form close relationships and networks of support, strengthening them and enabling them to accomplish more together.



FOUR KEY OUTCOMES

WOMEN WOMEN DEVELOP AND SAVE **HEALTH AND** MONEY. WELL-BEING.

WOMEN **INFLUENCE DECISIONS** IN THEIR **HOME AND** COMMUNITY.

WOMEN CREATE AND CONNECT TO NETWORKS **FOR SUPPORT** AND ADVOCACY.



THE SPONSORSHIP CONNECTION

Women for Women International's Stronger Women, Stronger Nations programme is a direct and personal approach to supporting women survivors of war and conflict as they become active citizens engaged in rebuilding their lives and communities.

As a sponsor, you pledge to donate a monthly gift of £22 to support one woman (your 'sister') through our year-long programme of vocational and business skills training, rights awareness, and health education.

Your support will provide the tools and resources your sister needs to rebuild her life. Your monthly donations will help her obtain basic necessities for her family, like food, clean water, and medicine; to pay school-related expenses for her children; to start building family savings; or to use the funds as seed capital to start a business. Perhaps more importantly, the emotional support that your sponsorship and letters provide serves as a lifeline to a woman who may have otherwise lost everything.

IMPACT

EARNING & SAVING INCOME

Participants increased their average daily income from \$1.91 at enrolment to \$5.32 at graduation.

MAINTAIN HEALTHY LIVES

79% of women reported participating in the decision to have another child at graduation, compared to 46% at enrolment.

INFLUENCE DECISIONS IN THE HOME & COMMUNITY

Globally, 100% of women reported speaking out against women's abuse, compared to 10% at enrolment.

BUILDING NETWORKS FOR SUPPORT & ADVOCACY

Women's participation in savings groups increased from 6% at enrolment to 29% at graduation, allowing women to gain greater access to loans and a strong peer support system.

This data was provided by a sample group of participants who graduated from our Stronger Women, Stronger Nations programme between February 2020 and January 2021.

SPREAD THE WORD







FRANCINE, RWANDA

Francine fled Rwanda during the 1994 genocide. When she returned, she had to stop her education and find work. Married at an early age, she found it difficult to work and provide for her growing family. By joining Women for Women International's programme, Francine was able to learn a vocational skill and earn an income. She chose to learn beekeeping and after graduating, joined a cooperative with other members of her community, most of whom were also graduates of the programme. With the money she has saved as part of the group, Francine is hoping to buy health insurance for her entire family and provide for her children's education.

ZAINAB, NIGERIA

After Zainab's husband married a second wife, he stopped listening to Zainab and would beat her and refuse to give her money to feed herself or their children. In addition to this, political instability and unrest forced the family to leave their home and move into a mud house. Zainab describes joining Women for Women International as a "turning point" in her life. Through the programme, she learnt about gender equality and women's rights and began to challenge what she had previously been taught. "During the sessions on decision-making and women's rights, my eyes were opened. It made me appreciate myself more as a human being." She was able to apply what she learnt to her own marriage and since, her husband no longer hits her or speaks to her disrespectfully.

SAMEERA, IRAQ

When war broke out in her country, Sameera and her family had no choice but to flee. With six children and no steady access to food or shelter, Sameera and her husband fled to the Kurdistan Region of Iraq and settled in a refugee camp. There, her friends in the camp encouraged her to join Women for Women International's training programme. The connections she made with other women during the programme helped her overcome the depression she had been living with. "Interacting with other women made my life easier and helped me find calm. I realised I am not the only one dealing with difficulties." Through the training, Sameera also gained good sewing skills, and after graduation plans to work as a tailor.

PASS IT ON

- Women for Women International's Stronger Women,
 Stronger Nations Programme is a direct and personal approach to supporting women survivors of war and conflict as they move from crisis and poverty to stability and economic wellbeing, and take an active role in rebuilding their lives and communities.
- As a sponsor, you pledge to donate £22 per month, or £264 per year, to support an individual woman in Women for Women International's year-long programme of vocational and business skills training, rights awareness, and health education. You can sponsor as an individual by making a regular donation via Direct Debit, or join forces as a group, raising the £264 together.
- Your support will provide the tools and resources your sister needs to rebuild her life. Your monthly donation will also help your sister obtain basic necessities for her family, like food, clean water, and medicine; to pay school-related expenses for her children; to start building family savings; or to use the funds as seed capital to start a business.
- The emotional support that your sponsorship and letters provide serves as a lifeline to a woman who may have otherwise lost everything.

SHARE

- All the recipes supplied in the toolkit were from Share:
 The Cookbook Women for Women International's very own cookbook.
- The recipes in Share celebrate the belief that nothing brings us together like sitting down to share a meal. This is just as true in Afghanistan, the Democratic Republic of Congo, South Sudan, and all the countries where we work.
- The recipes in the book come from the women living in countries in which Women for Women International operates and also from renowned international chefs such as Alice Waters, Maggie Beer, and celebrities such as J udi Dench, Richard Branson, Annie Lennox, Paul McCartney and Mia Farrow.

SOCIAL MEDIA

CONNECT WITH US USING SOCIAL MEDIA!

Share your Share party tweets and pictures at @womenforwomenUK on Twitter and Instagram, and on Facebook at Women for Women International – UK.

SAMPLE INSTAGRAM POST:



Thank you to everyone who attended our dinner party in honour of women survivors of war!

We enjoyed a truly special evening, delicious recipes from the Share cookbook and raised an amazing £XXX in support of Women for Women International.

Since 1993, Women for Women International have worked with more than 519,700 women survivors of war and conflict across the world to help them build the skills to rebuild their lives.

To learn how you can get involved and host your own Share Dinner party, visit their website – link in bio.

View all 328 comments
5 DAYS AGO

SAMPLE TWEETS:



SAMPLE FACEBOOK POSTS:

