



House Parties with A Purpose -

A Giving Faith Event

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Meet Stephanie. She lives next door and always seems so happy.
SOME DAYS, SHE ACTUALLY IS.

DOMESTIC VIOLENCE. *It's closer than you think.* 24 Hour Crisis Line: **888.411.1333**



WEEK-BY-WEEK PLANNING GUIDE

OVERVIEW

The key to a successful house party is to let your enthusiasm and excitement for Faith House and our mission shine through, and to focus on your guests' interests and concerns. You don't have to know everything about Faith House or domestic violence to host a house party. However, you might want to prepare yourself by reviewing some of our materials included in the toolkit prior to the event.

A house party can come in many forms. You know your guests better than anyone. So, you may want to consider a theme party that you know they will be comfortable with and enjoy. Some examples include:

A backyard barbeque

A game night

A wine and cheese gathering

Casual dinner party

3-4 WEEKS BEFORE YOUR PARTY

• SET YOUR DATE AND INVITE PEOPLE

Make up your guest list. Between seven and fifty people works best. Consider friends, neighbors, co-workers, members of your church or synagogue, professional groups, local peace or social justice groups. Usually about a quarter of those invited will attend, so invite plenty of people!

Set a date, time and place. Hold your event in your home, a friend's house, a church hall, a community group room. A location with good parking is a plus. Plan on a 2-hour event. Evenings and weekends are best for working folks. Late afternoons work quite nicely.

A sample invitation is included in this kit; feel free to create your own using the guidelines we have included. Mail your invitations. (E-mail is cost effective but has a much lower response rate.) Follow up with phone calls about a week after you mail invitations. A personal connection through a phone call will GREATLY increase attendance.

Remember - a house party is a fundraiser; mention this in your invitation, so your guests aren't surprised when you make the ask!

- **SET A FUNDRAISING GOAL - BE AMBITIOUS!**

If ten people contribute \$100 each, you can raise \$1000 in one evening! Don't be afraid to **"think big"**. Our message is compelling, and the stakes for peace on the planet are enormous. Some successful "donation asks" are included here.

- **WE LOVE FOOD!**

Hey, this is a party! Music, food and drinks break the ice and help people be in a positive frame of mind. Veggies and dip, crackers and cheese, desserts, water, wine or coffee - it's up to you. Just make it easy and relaxing for your guests.

1 WEEK BEFORE YOUR PARTY

- **CALL YOUR GUESTS TO REMIND THEM**

A reminder phone call is always appreciated by busy folks - this will make a BIG difference in attendance at your party. In fact, it often makes all the difference. Call those who have accepted and those you haven't heard from.

- **COLLECT DESIRED MATERIALS**

Make sure you have enough materials to share with your guests. Contact Michelle Voss at 337-267-9422 or michelle@faithhouseacadiana.com to get additional materials if needed.

- **MEET WITH YOUR TEAM**

Meet or conference call with your team to plan who will do what. Review entire program and flow of the event. Ask team members to bring chairs or floor pillows if necessary.

THE DAY OF THE PARTY

- **SET-UP**

Make sure to set up a table for the sign-in sheet, nametags, plenty of pens and materials. Set out a basket or bowl on the table clearly marked for donations and have plenty of donation envelopes and forms on hand.

- **GO THROUGH YOUR PROGRAM**

AFTER THE PARTY

- Within 48 hours, drop off donation forms with credit card information, and checks to Michelle Voss or Billi Lacombe at Faith House.
- Submit copies of the sign-in sheet and unused campaign materials to Michelle Voss at Faith House.
- Call guests to thank them for participating. See if they have any questions or comments.
- Follow up with guests who indicated they would send donations themselves.

SAMPLE PROGRAM FOR EVENT

WELCOME GUESTS AS THEY ARRIVE.

Thank them for coming. If nametags are appropriate, have guests wear them. Be sure everyone signs in.

GUESTS MINGLE

30-45 MIN

It's good to let guests mingle and relax and allow for late arrivals .

HOST INTRODUCTION

5 MIN

Why you are donating your time and money to support this effort. Share with guests three issues that are important to you.

FAITH HOUSE OVERVIEW AND REQUEST

10 MIN

Host or MC give a brief overview of Faith House, its purpose, mission and local structure. Pass out donation forms and have everyone fill them out (that way you have their complete contact information).

THANK YOUS

5 MIN

Ask for any questions..... Pass around sign-up sheet again. Thank them for coming and for supporting a cause that is so dear to you. Let them know again that Faith House has many needs such as supplies, volunteers, etc and we can help them connect with our organization in a way that best suits their desire to help.

INVITATION GUIDELINES AND SAMPLES

Invitation Guidelines

Invitations should include:

1. The date, time and address of the event. If there are parking issues, tell people where they can park.
2. Include good directions to the event. A map is very helpful. Include your phone number.
3. Ask your guests to RSVP so you have an idea how many people are coming.
4. This is a fundraiser/benefit. Be clear in mentioning this in your invitation so people know they will be asked to make a contribution.
5. Include the website so they can make still make a donation even if they cannot attend.

Front



Back



Faith House staff can help you with an invitation similar to the one shown.

An easy online program that can help you create a great looking graphic or invitation is www.canvacom.

In addition to a mailed invitation you can create an e-vite, a facebook event, and send an email inviting or reminding your guests about your event.

MAKING "THE ASK"

Some things to keep in mind

- The “Ask” should happen well enough into the house party that people have gotten a chance to relax and get to know each other, but not so late that you risk folks leaving before the pitch. The host can welcome guests and share why and how they are involved with Faith House.
- Remember that the #1 reason people donate money is because they were asked – it is absolutely essential that you explicitly ask guests to make a financial contribution that evening.
- Do not worry about making guests uncomfortable with your fundraising ask. The invitations should make it very clear that this is a fundraising party and individuals who attend are expecting to be asked to make a donation.
- It is recommended that donation forms be collected the evening of the party rather than giving guests the option of mailing it afterwards. Experience shows that many folks forget to do so. Again, remember that individuals come expecting to donate.

Sample

I am currently a Board Member for Faith House, a crisis center for survivors of domestic violence. Faith House provides safety & support to survivors through shelter and housing, domestic violence counseling, and legal assistance.

I never imagined how many people, (women, children and even men) are affected by domestic violence until I got involved. We helped more than 2300 survivors of domestic violence last year throughout our 7 parishes. A program of this size is always in need of financial and in-kind donations to provide for the needs of that many individuals. I never thought about it before but often survivors leave everything behind when leaving their abusive situations and Faith House is able to help them get back on their feet and empower them as they establish violence free lives.

Our work is extremely important to the safety of these survivors. Your support is critical. It costs \$79 to house an individual for one night at Faith House. Please consider a generous gift tonight if you can. We have donation cards available and there is additional information about Faith House on the table by the door.



Donation Form

I would like to donate \$ _____ to support Faith House's programs and services for survivors of domestic violence

Name	_____	
Address	_____	
City	State	Zip
Email	_____	
Phone	_____	

My employer will match my donation.

Name of employer: _____

I would like to volunteer with Faith House

Sign me up to receive e-updates from Faith House

Faith House is a 501 (c) 3 non-profit organization.

Your gift is tax deductible to the extent allowed by law.

Thank you for your generous support!



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