

House Party Checklist

BEFORE Your Event

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Who will host?

Decide if you'd like to host on your own or have a host committee.

Set goals for number of attendees and funds raised

House parties raise both awareness and funds. Be ambitious! If 10 people contribute \$100 each, you can raise \$1,000 in one evening!

Choose a venue

At home? Your church? A restaurant? Take parking into account.

Set a date and time

Two hour events on evenings or weekends tend to work best.

Decide on a program (more details on the sample agenda on page 4)

What will entice folks to come? A speaker? The menu? The venue? A silent auction? A short movie? An invitation from a friend? Keep it brief — 15-30 minute presentation, then an "Ask" for contributions.

Pick a menu

People love food. Will your event be a wine & cheese party? A simple soup supper? Consider space when deciding on the food and how to serve it; will folks be seated or eating while standing and mingling?

Contact NFWM to let us know your plans

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Make a guest list

Consider family, friends, neighbors, co-workers, acquaintances you'd like to get to know better, members of your faith community and other groups you're part of. Only about 1/3 of invitees will attend, so invite broadly. Make it clear that the event is a fundraiser and encourage folks to bring a friend.

Send Invitations (an editable sample for mail and email is on page 9)

Do some printing; get materials and resources ready

Print the items from the "Materials" checklist. NFWM staff can send material about NFWM and farm worker campaigns as well as bags, t-shirts etc. that you may want to make available for purchase.

Make reminder calls

Phone calls make a BIG difference in attendance. Treat your event as a "friend-raiser" and call everyone a week after the invitation goes out, including those who've RSVP'd. Remind folks that contributions are welcome even if they can't attend.

Decide who will do the "Ask" for contributions at the event

This is done either by the host or someone invited by the host.

Brush up on your knowledge about NFWM and farm workers

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DAY OF Your Event

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Make it clear where the party is

Put the included "Welcome NFWM Friends" sign or balloons outside so guests can easily know where the party is located.

The food, drinks and space

Prepare the food and arrange the space for the event. Keep in mind how many folks you're planning to have. Be sure there's enough room to avoid "traffic jams," particularly if you're serving buffet style.

Housekeeping

During the party, you'll be busy. Beforehand, make it clear where guests should put their coats, where restroom are located and where to put dishes, utensils and trash when they've finished eating.

Sign-in and literature table

Be sure to have print-outs of any materials you may need. Set up a table for sign-in sheets, contribution cards, a donation basket and resources and materials, along with plenty of pens and name tags.

Prep for the program

Think through various parts of the agenda and do a mental dress rehearsal. Check any equipment you might use during the program (DVD player, computer etc.)

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Possible volunteer jobs

1.) A photographer 2.) Sign-in table "staff" to ask people to sign in and make a name tag 3.) A couple of people to have checks ready to break the ice and start the contribution process right after the "Ask."

Meet, Greet, Mingle and Take photos!

Begin the program

Show a short film, host a speaker, or do an activity. Think about what will best help folks to learn about farm workers. Time it to begin about 45 min into the party, so most guests will have arrived.

Make the "Ask" for contributions

This comes directly after the program. Keep in mind what drew you and has kept you connected to the farm worker movement. Share your passion and enthusiasm! The best way is to pass around envelopes immediately after the ask. This is very important: the host should remain in front of the group and give people a few minutes to write their checks. We've included some sample asks in the kit to help.

Follow-up

If guests ask questions you don't know the answer to, no worries! Tell them you don't know and connect them with NFWM for the answer.

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AFTER Your Event

- Send an email and let us know how it went (ajonas@nfwm.org)
- Assemble the donation packet to send to NFWM
 - Divide contributions into “cash” and “checks”
 - If known, list cash contributors’ name, address, email, phone and amount. Then convert cash donations into a check or money order
 - Endorse “NFWM, For Deposit Only” on the back of each check
 - Make photocopies of all checks and keep until NFWM receives your donation packet.
- Mail contributions, sign-in sheets and extra materials to NFWM

We’d like to stay in touch with those interested in farm workers. Mail sign-in sheets along with all contributions and unused material. Include a tracking method and send your packet to:

National Farm Worker Ministry
P.O. Box 10645
Raleigh, NC 27605
- Thank-you Cards

NFWM will write thank-you notes to everyone who contributed once we receive your packet, but you may want to do so as well.

House Party Checklist

Materials

Kit Resources

- "Welcome NFWM Friends" sign(s)
- Sign-in sheets
- Contribution Cards
- Thank a Farm Worker Placemats

Your Resources

- Name Tags
- Pens & Markers
- Donation Basket

Resources to request from NFWM

- NFWM "gear"
- Material about NFWM and farm worker campaigns
- Action opportunities