

NFWM House Party Sample Agenda



6:30

Guests begin to arrive

- Greet folks as they come in
- Ask everyone to sign in
- Invite guests to eat, drink and mingle and check out NFWM's materials, action opportunities & NFWM gear

7:15

The Welcome

- Gather everyone together & thank them for coming.
- Express your appreciation of their initial interest and commitment.
- Keep the party upbeat, but fire up the attendees to take action
- Pass around the sign-in sheet again to ensure everyone had a chance to sign it.

7:20

The Program

- The program should be brief & creative to keep guests' attention.
- Choose what would best appeal to your group:
 - A short video (or an excerpt of a longer one) followed by some background information to connect with a variety of learning styles
 - An NFWM representative (staff person or board member) as a guest speaker
 - A short NFWM PowerPoint or presentation
- The program should explain what the National Farm Worker Ministry is. There is a short video (1min. 45 sec.) under the "about" section at www.nfwm.org that may be useful.
- Talk about the history, current work of NFWM and current farm worker campaigns NFWM is supporting. There may be possible actions for your guests to take at the party like signing a petition or post cards. If so, be sure to have those materials available.

7:50

The "Ask"

After your presentation, the host (or a predetermined speaker) should stand up for no more than 5-10 minutes for the following:

- Thank whoever made the presentation.
- Make a clear ask to guests to make a contribution to the National Farm Worker Ministry.

Did you eat today? Thank a farm worker!

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- The request should always be personal, and can begin with: “I am committed to the mission of this organization because...” then share a personal story or anecdote about why the work of the NFWM is so important.
- Pass around envelopes immediately after the “Ask” is made. The host should remain standing in front of the group and give people a few moments to write their checks.

A very effective method for collecting contributions is to say, "Let's have a quiet moment right now so that everyone can write a check or make a pledge. For those who have already given, just sit quietly for a moment while everyone else has a chance to catch up with you." This ensures that everyone who intends to make a gift will have time to do so, but also gives those who do not wish to give a way to sit quietly without being embarrassed.

Then wait a minute and say, "When you have finished writing your check and putting it in the envelope, pass it to _____" (a pre-determined person who will collect contributions.)

- You may also want to have a couple of people volunteer as “ice breakers” to have their checks ready and start the contribution process.

8:00	The Close Thank everyone for coming
8:05	Party resumes
8:30	Guests depart

Did you eat today? Thank a farm worker!