



## Ten Steps to a Successful House Party

### Step 1: Contact Us

If you're interested in hosting a house party benefiting the organization or one of our programs, let us know. If possible, we'll arrange for a staff or board member to attend. Please contact Anne Miller Sweeney at [anne@bwhbc.org](mailto:anne@bwhbc.org) or 617-245-0200 ext. 10 to discuss dates and a strategy.

*Hot Tip: Throw a house party with a friend or family member! You can share the work and double the guest list.*

### Step 2: Pick a Date and Time

House parties last about 2 hours (50 minutes for mingling, 30 minutes for talks, 20 minutes for Q & A and 20 minutes for wrap up). Typically, 6-8 p.m. or 7-9 p.m. are the best times.

*Hot Tip: Want to throw a house party on the weekend? Try a brunch or an afternoon tea!*

### Step 3: Create a Guest List

The guest list will be the sole discretion of the host(s), but the goal of each party is between 20-30 attendees. Make sure to invite three times as many people as you'd like to attend. You can use a variety of methods to invite guests; e-mail, phone calls and mailed postcards.

### Step 4: Design and Send Invitations

Invitations should be sent out *four weeks* prior to the event. We've supplied a downloadable postcard template as a Word document. Feel free to personalize the text or include a suggested donation. The template can be found here:  
<http://www.ourbodiesourselves.org/about/houseparty.asp>

*Hot Tip: You can also use online invitation services like [evite.com](http://evite.com). Please include [anne@bwhbc.org](mailto:anne@bwhbc.org) as a guest so we can track your guest list RSVPs.*

### Step 5: Decide on Food and Drinks

At most house parties, the host(s) arranges food and drink. Light hors d'oeuvres (cheese, fruit) and wine and a non-alcoholic beverage are typical. Sometimes the

host has asked for a donation from a local store or restaurant. If you go this route, we are able to send the store or restaurant a tax-receipt for an in-kind donation.

## ❑ **Step 6: Follow Up with Your Guests**

A week before your party send a reminder to everyone who has and has not RSVP'd. This will remind those who have said 'yes' to attend and encourage those who haven't responded to RSVP.

*Hot Tip: The day before your party, send reminders or call those who will be attending. One more reminder will boost your attendance rate!*

## ❑ **Step 7: Print Materials off of OBOS Web Site**

We've pulled together tons of resources to make your house party a success. Visit <http://www.ourbodiesourselves.org/about/houseparty.asp> to download name tags (Avery 8395 white adhesive name badges) and sign-in sheets. We'll send brochures, newsletters, and books directly to your house.

## ❑ **Step 8: Plan the Evening**

Designate a friend or family member to check-in guests and collect donations. Ask people to sign in and give them a name tag. After people have mingled and snacked, introduce the speaker. The speaker will talk for about ten minutes and then hand the floor back to the host. The host will then make the "pitch" asking for donations to support our work. We suggest telling a personal story about why the work we do is important to you. It's also helpful to make your donation in front of your guests.

*Hot Tip: The most successful house parties are ones where donations are collected immediately after the pitch.*

## ❑ **Step 9: Follow-up**

As guests leave, thank them for attending. We highly suggest sending personalized thank you notes following your party. We'll take care of sending tax-receipts to those who made donations.

## ❑ **Step 10: Congratulate Yourself!**

Give yourself a big round of applause for hosting a house party. Your support means a lot to Our Bodies Ourselves, and we're grateful to have it.