



# Planning a House Party



## **Stage One – *Getting Started:***

- Secure date, time, and location. Although it is a “house” party, you don’t have to host it at your house. You can select a larger venue if you prefer
- Be sure that you have access to a working TV or computer with a DVD player.
- Use our template to e-mail the invitation to your guests, (but please consider that some of your guests may not use e-mail and will need a print version).

## **Stage Two – *Sending Invitations:***

- Recruit volunteers to do reminder phone calls the week of the event.
- Conduct the phone bank of reminder calls the week of the event (at least a few days in advance). This will DOUBLE the attendance/turnout at your event.
- Send reminder emails if applicable.
- Monitor results and track the number of attendees.

## **Stage Three – *Before your Guests Arrive:***

- Recruit a volunteer for registration at event
- Finish any follow-up phone calls that were not completed to confirm attendance.
- Prepare introductory speech/story of why a Constitutional Amendment for Equality is important to you.
- Prepare for registration (have sign in sheets requesting name/contact info and name tags)

## **Stage Four – *Party Time!***

- Be sure guests sign in as they arrive – this helps us build a base of supporters.
- Introduce yourself to everyone that arrives. (name tags help!)
- Follow the suggested program schedule or have an understanding of when you want to start “the program” by either playing the DVD or starting a discussion of personal stories around gender equality and why people support this renewed effort.
- Have fun!
- Send thank you notes within a few days following the event.