

## YOUR HOUSE PARTY KIT

Thank you for volunteering to host a house party for Bola Moyo! Parties are a great way to spread the word about the important work Bola Moyo is doing in Malawi. Each party produces significant contributions and new volunteers, including some who will volunteer to host house parties of their own.

We ask that your goal as a house party host is to raise \$1,000 and get 20-30 people to your home to learn about Bola Moyo.

To help you meet your fundraising and attendance goals, we will happily provide you with the know-how and technical assistance you need to make your party a success.

All you have to do is follow this simple kit and, in a few weeks from now, you'll have a great house party that helps Bola Moyo bring vital services and resources to Malawi's women and children.

## SUGGESTED AGENDA

House parties are most successful when scheduled for a two-hour time slot. Commonly chosen times include weekday nights from 6 to 8, or from 8 to 10 – or Sunday afternoons from 12 to 2, 2 to 4, or 4 to 6.

The first hour is for the arrival of guests and conversation. As guests arrive, they sign in. This way, we'll be sure to have their names and current addresses, so we can get each guest a prompt thank-you note or appropriate follow-up.

At the beginning of the second hour, the program begins. It has three parts:

1. Introduction of Bola Moyo (3-5 minutes long), usually done by the host
2. Remarks by Bola Moyo representative (10 minutes) and questions and answers (15-20 minutes)
3. The Pitch (5 minutes): given by either the host, a representative of Bola Moyo, or a guest -- the "Pitch" asks people to get involved and tells them how they can help.

After the pitch, the formal program is over and guests go back to mingling.

Collecting checks is, of course, of great importance. After the pitch, you should distribute donor/volunteer cards and give your guests time to write their checks. Please make sure that everyone is asked for a check before they leave.

Here's a sample agenda for a house party where the invitation requests that people arrive at 6 p.m.:

- 6:00 - 7**            Guests arrive, sign in, mingle, have refreshments, meet Bola Moyo Rep.
- 7:00 p.m.**        Introduction of Bola Moyo and Bola Moyo Rep. by the host(s) - 5 minutes
- 7:05**              Bola Moyo Rep. gives a brief speech - 10 minutes
- 7:15**              Bola Moyo Rep. takes questions - 20 minutes
- 7:35**              The "Pitch" is made - 5 minutes
- 7:40**              Guests write checks, fill out volunteer & donor cards, go back to mingling
- By 8:00**          Most guests are leaving

## TIMETABLE & CHECKLIST

### 4 WEEKS BEFORE THE EVENT

- \_\_\_\_\_ Set the date with Bola Moyo.
- \_\_\_\_\_ Draw up your invitation list (see enclosed sample for ideas) -- The rule of thumb is you need to mail 90 invitations to have 30 attend.
- \_\_\_\_\_ Draft your invitation (see enclosed sample) and make 90 or more copies.

### 3 WEEKS BEFORE

- \_\_\_\_\_ Mail out invitations.
- \_\_\_\_\_ Ask a friend to serve as a 'door person" -- they'll help buzz people in, answer the door, take coats, sign people in, collect checks, help with last-minute details.

### 2 WEEKS BEFORE

- \_\_\_\_\_ Call everyone who has not RSVP'D; ask if they're coming.
- \_\_\_\_\_ Keep a list of who's coming.

### 1 WEEK BEFORE

- \_\_\_\_\_ Decide who will introduce the Bola Moyo Rep. before s/he Speaks. Prepare and practice your introduction.
- \_\_\_\_\_ Choose a person to do the "Pitch"; this person should know the current needs of Bola Moyo.

### THE WEEK OF THE EVENT

- \_\_\_\_\_ Remind your door person of the time you will need them.
- \_\_\_\_\_ Purchase cups and paper goods.
- \_\_\_\_\_ Ready your refreshments

## YOUR INVITATION LIST

How can you make sure your house party will be well-attended? In our experience, it's not complicated -- all you have to do is: a) send out 90 invitations, and b) ten days later, follow up with phone calls.

The first question, then, is who to invite? Here are some ideas that have helped other house party hosts pull their invitation lists together:

**FAMILY:** Consider inviting your parents, kids, aunts, uncles and cousins.

**FRIENDS:** And don't forget about your partner/spouse/lover/wife/partner/girlfriend/boyfriend

**SOCIAL ACQUAINTANCES:** Old friends you only see occasionally, friends from college/school, your old professors or teachers, friends from your old job, or people with whom you used to volunteer.

**NEIGHBORS:** Next door, upstairs, downstairs, down the hall. The whole building. People on the block who you always run into when you go jogging, or with whom you walk the dog, or who you run in to at the grocery store. Your co-op board. Your tenants association. Your landlord. Your tenants, Your super. Your babysitter. Your child-care collective. Your carpool. The parents of your children's friends.

**FROM CHURCH, TEMPLE OR MOSQUE:** Your clergy person, minister, priest, rabbi, imam. Church activists. Regular attendees. Friends who may be not-so-regular attendees. The people with whom you share your holidays.

**FROM YOUR LABOR UNION:** Union leaders. Activists. People who stand up to the boss. Your steward, Your business agent. Other union staff. Your co-workers. Back at your old job, people in that union. Former coworkers.

**FROM WORK OR COMMUNITY WORK:** People who do the same work you do. Other people in the office, Your partner. Your clients, your supervisor, Old partners, Old clients, your old supervisor, people who used to work in the office but recently left, colleagues from community work or from charity work.

**MEMBERS OF:** Your block association, your political club, your community group. Your food co-op. Your local peace or environmental group. The PTA. Your local school board. Your community board.

**PEOPLE YOU'VE MET WHILE RECREATING:** Members of your bowling league, volleyball team, cooking group, pick-up basketball folks. The bridge club. Your poker buddies. Night classes. Lamaze class. Aerobics class. At the gym. Your housemates from ski weekends. From beach trips, camping trips. From traveling together. People you sing with. Choir. Jamming. Go caroling with. People you shop with. Garden with, vacation with.

**PROFESSIONALS YOU KNOW PERSONALLY:** Your lawyer, dentist, doctor, pharmacist, broker, butcher, dry cleaner, baker.

**PULL OUT LISTS YOU'VE MADE IN THE PAST:** The invitation list to your last party. Your Christmas card list. The program from your last reunion. Your rolodex, at work and at home. Your personal phone book. Finally, think about interesting people you've met, but may not know well, who are active in their communities.

**WHO DO YOU KNOW:** In the African communities. In the African-American communities. The different Latino/a communities. Caribbean. Dominican. South American and various immigrant communities. The women's movement. The lesbian and gay community. Teachers. Seniors and retirees. College and high school students. The disabled community. Anyone who's shown interest or concern about African or other international issues.

After all this, if you still don't have enough people to invite, what do you do? Ask a friend to co-host the party with you -- they invite half the people, you invite half the people, and together you'll have a good invitation list.

## INVITATIONS

Enclosed in this packet is a sample letter of invitation. Feel free to use it as is, or change it as you see fit.

When you mail your letter of invitation, please include an RSVP card and reply envelope, so it will be easy for people to respond.

The RSVP cards work best when accompanied with self-addressed reply envelopes. The simplest way to make these is to purchase inexpensive letter-size envelopes, and affix, to the front of each envelope, a return-address sticker. This way your friends can respond directly to you.

## FOLLOW-UP PHONE CALLS

Two weeks before your house party, please call everyone on your invitation list who has not RSVP'D to confirm their attendance or to secure a contribution. Only a small number of the people you invite will RSVP before they get a phone call; many more will come if you give them a call.

We can almost guarantee, from our experience, if you mail 90 invitations, and follow up with calls to everyone, you will have 30 people in your living room willing to learn about Bola Moyo.

*The following is a suggested script for the call:*

"Hi, this is [your name]. I mailed you an invitation to come learn about Bola Moyo at a small fundraiser I'm having at my home on [date of event]. I hope you can join us -- will you be able to come?"

[IF THEY'RE COMING] Great, I'll see you then."

[IF THEY'RE NOT SURE] I hope you can come – Bola Moyo is a great organization, and I think you'd enjoy learning about it. Bola Moyo is supporting education, creative expression, and skills development for women and children in Malawi, and is equipping them to live better, more secure and inspired lives. It would be great to if you could join us and learn more about the wonderful work being done in Malawi."

[IF THEY CAN'T COME] I'm sorry you can't come – Bola Moyo is a great organization. Bola Moyo is supporting education, creative expression, and skills development for women and children in Malawi, and is equipping them to live better, more secure and inspired lives. I hope you'll write a check to "Bola Moyo" – if you send it to me, I'll forward it to them. Would you like to do that?"

## SAMPLE INVITATION

Dear Friend,

[Representative] from Bola Moyo is coming to our home on March 28. We hope you will join us.

Bola Moyo is a wonderful nonprofit working to bring real and lasting improvement to the lives of women and children in Malawi, Africa. They are a small organization supporting community development projects – such as an arts-based youth centre and an adult literacy program – that stem directly from the concerns and commitments of local citizens in Malawi.

Bola Moyo's grassroots efforts have won wide respect and support, and we're proud to be connected with them. Some of Bola Moyo's successes include:

- An adult literacy and continuing education program that empowers women and opens doors for them to greater, more positive opportunities and livelihoods
- Improved school performance, greater self-esteems, and more active community involvement on the part of the youth who attend the House of Many Stories, Bola Moyo's after-school, arts-based youth centre
- A strong, more vibrant local community and a real sense of belonging as Bola Moyo's projects and activities bring people together

We want you to learn more about Bola Moyo and meet [representative]. Listen to Bola Moyo's plans for the future. We think you will have a wonderful time and look forward to seeing you:

**DATE AND TIME: March 28, 1997; 7:00 - 9:00 pm**

**PLACE: 1024 Eagle St., Apt. 4-B; Portland**

**RSVP: Use the enclosed card and envelope**

We'll serve refreshments. There is no minimum contribution to attend, but please bring your checkbook with you. We think you will be as impressed as we are.

Sincerely,

## REFRESHMENTS

Refreshments at your house party can be plain or fancy, as you wish.

### *Easy and inexpensive refreshments*

There are many types of food and drink that are easy on you, easy on your budget, and just right for a house party. Remember, people don't come for the food -- they come because they're interested in Bola Moyo, and they respect the fact that you support the organization. Other hosts have had successful house parties and served one of the following menus:

1. Cheese and crackers, wine and soda
2. Coffee and cake
3. Vegetables and dip, guacamole and chips, fresh fruit, soda and beer
4. Sweet rolls, tea, milk and coffee
5. Tea and cookies

If you prepare the refreshments yourself, you can budget \$1 per person and offer any of the above menus. Coffee and cake can cost just fifty cents a person. The bottom line is: you don't have to spend a lot of money on refreshments to have a house party that will really help Bola Moyo. Serve whatever refreshments you like, and they'll be fine.

\_\_\_\_ I will attend the event for Bola Moyo.

\_\_\_\_ I cannot attend, but enclose a donation.

\_\_\_\_ \$25 \_\_\_\_ \$50 \_\_\_\_ \$100 \_\_\_\_ \$250 \_\_\_\_ \$500 \_\_\_\_ Other amount: \_\_\_\_\_

*Make checks out to Bola Moyo.*

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

Bola Moyo is a 501(c)3 organization. Your donation is tax-deductible to the extent allowed by law.  
Please return to Bola Moyo, PO Box 42230, Portland, OR 97242

\_\_\_\_ I will attend the event for Bola Moyo.

\_\_\_\_ I cannot attend, but enclose a donation.

\_\_\_\_ \$25 \_\_\_\_ \$50 \_\_\_\_ \$100 \_\_\_\_ \$250 \_\_\_\_ \$500 \_\_\_\_ Other amount: \_\_\_\_\_

*Make checks out to Bola Moyo.*

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

Bola Moyo is a 501(c)3 organization. Your donation is tax-deductible to the extent allowed by law.  
Please return to Bola Moyo, PO Box 42230, Portland, OR 97242

# HOUSE PARTY TRACKING SHEET

## 1) HOST(S)

NAME (Check spelling)	Day Phone	Eve Phone
-----------------------	-----------	-----------

HOST: \_\_\_\_\_

CO-HOST: \_\_\_\_\_

CO-HOST: \_\_\_\_\_

## 2) LOGISTICS

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Arrival: \_\_\_\_\_

Host Mailing Address: \_\_\_\_\_

Party site: \_\_\_\_\_

Directions to site: \_\_\_\_\_

## 3) MONEY

Goal: \_\_\_\_\_ # Expected: \_\_\_\_\_

## 4 PROGRAM

Intro by: \_\_\_\_\_ Pitch by: \_\_\_\_\_

Audience: \_\_\_\_\_