



Planned Parenthood House Party Kit



WELCOME!

We thank you so much for agreeing to host a party on behalf of Planned Parenthood.

We hope that you will use your party to enlist friends' support on women's reproductive health issues and to learn more about the grassroots activities at Planned Parenthood. Your party can *and should* reflect your creativity, enthusiasm and commitment to the work that Planned Parenthood does.

The concept behind house party is fairly simple:

- invite your friends, colleagues, family members and others to your party,
- let them know it is to raise awareness for the work that Planned Parenthood does,
- ask your guests to join you by getting involved with Planned Parenthood
- encourage your guests to host their own house party.

That's pretty straightforward, don't you think?

To help you along, we've also put together this House Party kit to provide you with the resources you'll need to make your party a success. Use the tools in the kit as you need, and make sure to tell us about your party by emailing public_affairs@ppsoflo.org. In case you have questions about hosting your house party or the materials in this kit please feel free to contact Takeata King Pang at 561-472-9942 or email Takeata.pang@ppsoflo.org

With sincere appreciation,

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Public Affairs Department

Planned Parenthood of South Florida and the Treasure Coast

2300 North Florida Mango Road

West Palm Beach, FL 33409

Ph. 561-472-9942 Fax 561-472-9949

Public_affairs@ppsoflo.org

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CHALLENGE: HOST A PARTY, JOIN A MOVEMENT

Enlist your friends to become involved in the women's reproductive health movement. Your party is an opportunity to recruit friends to increase awareness of the work that is being done by Planned Parenthood.

Planned Parenthood House Party

Here are a few ideas for your house party on behalf of the Planned Parenthood. We encourage you to make your event a reflection of those things that are important to you and will resonate with your guests. Some people are comfortable hosting an event in their home, such as a potluck supper, others opt for a clubhouse in their community, and in South Florida when weather permits, a few may go the picnic route. Make your event as traditional or as outrageous as you dare.

On-going Events – Do you participate in a book club or belong to an alumnae association, corporate group or neighborhood association? Incorporate Planned Parenthood into your next reunion or meeting with a feminist theme and raise awareness!

Share your Birthday – Consider hosting your next birthday as a benefit. In lieu of gifts, ask your guests to make a gift to Planned Parenthood.

Mother/Daughter Events – Expose the young women and girls in your life to the feminist movement by hosting a tea, brunch or 'sit-in' where you can share what Planned Parenthood has inspired you to do in your life and why you are involved with Planned Parenthood. Come up with ways to get involved together!

Inspire Your Young Feminist – Is your daughter involved with a sports team, local leadership group or other social network? Consider introducing a feminism and philanthropy theme to your next meeting or play date. Learn more about the organization's feminist legacy and how Planned Parenthood is making a difference.

Trace Your Feminist Legacy – The women's movement owes a tremendous debt to previous generations. You might not realize it, but the woman sitting across from you may have marched on Washington, DC in the cause of civil rights, reproductive rights, or another issue that deeply impacts the way we live today. Maybe it's a brunch, lunch or dinner with colleagues, neighbors, family members or new friends – in honor of this legacy of simple justice.

Reproductive Health/ Current Events Monthly Brown Bag Lunch- There is always something new to be discussed in Reproductive Health and rights. Monthly events will keep supporters informed. Gather your friends or colleagues for a monthly lunch date, where everyone brings their own lunch. These can be held at any location and are informal discussions around a specific topic or issue.

Book Club/ Movie Club- Watch a movie or read a book that involves reproductive rights. Feel free to contact the Public Affairs department for a list of possible options. Lead a discussion about the issues presented in the book/movie.



Below is a Sample List of Themes for Your House Party

Monthly Themes

January - Roe V. Wade 37th Anniversary

February - National Condom Week February 8-14, 2010

March - Women's History Month

April- National STD Education and Awareness Month

May - Teen Pregnancy Prevention

June - Griswold V. Connecticut Anniversary

July - World Population Day (July 11)

August - Women's Equality Day August 26th

September- Margaret Sanger's Birthday (Planned Parenthood Founder) September 14th

October - National Family Sexuality Education Awareness Month (Let's Talk Month)

November - National Family Week (Planning your Family) or Election Day

December - World AIDS Month/Day (Dec. 1)

HOUSE PARTY TIPS:

1) Organize, organize, organize. Once you've decided to host a party, you'll want to allow enough time to get the word out, invite your guests. Be mindful of work schedules, holidays and other local events when setting the date. Most of our party hosts find that the more time they put into the planning of the party, the more fun and the more people who attend.

2) Register your event. As soon as you know that you will be hosting a party, please send us an email along with our **Event Registration Form** to public_affairs@ppsolfo.org or Register online on our website PPSOFLO.org (<http://www.plannedparenthood.org/ppsolfo/host-house-party-31469.htm>)

3) Invite your guests early! We all lead very busy lives and even with advance notice, not everyone that is invited to your party will attend. The general rule is that one out of four people who receive a written (paper) invite attend and the response is even lower when just email is used. Keep this in mind as you begin to put together your invitation list. No matter what form of invitation you send, make sure to request an RSVP so that you'll know how many people to expect.

4) Ask your friends to co-host with you. Co-hosts are a great way of building and maintaining excitement for your party. Some people choose to enlist their friends as members of a host committee in order to share in the planning, expense and promotion of the event.

5) Let people know the purpose of the event. You should include this information on your invitation. The main point is to be clear with your guests and your co-hosts what to expect.

HOUSE PARTY FAQ'S:

Who can host a party for the Planned Parenthood? Do I need special permission?

Anyone can host an informal house party. You can tag a group of friends to serve as co-hosts to share in the planning and fun. All we ask is that you let us know when your party is happening, where, and what your goals are. After the party, we'll ask that you send us a copy of your guest list with contact information, pictures and any other petitions or actions so that we can thank your guests.

What does a party host do?

As host your responsibility is to plan, invite and provide support for the event. We've found that a house party is easier (and more fun) when you enlist a few friends to help. Our House Party Kit provides you with many of the materials you'll need to create a successful event and identifies tasks that can be easily shared with your co-hosts.

Is there one format for a House Party?

Not at all, you are welcome to customize the party themes and format. Review the themes for some of our suggestions.

Does my house party require a house?

No. Any safe, comfortable space that can hold the number of people you're expecting will do. Just make sure to give your guests clear directions (preferably in the invite) and provide a phone contact if they have questions the day of the event.

How do I prepare to host a party?

The best way to prepare is to allow plenty of lead time, we suggest 8-12 weeks. In this document we've provided the basic information you need to plan, organize and implement your event.

Sample House Party Check List

Depending on the size, location and theme of your party, you may want to allow as few as 4-6 weeks or as many as 8-12 weeks to plan for your event.

Begin Your House Party

- Pick a date for your party
- Invite co-hosts; assign tasks
- Decide on party theme
- Chose Topic
- Set goals (RSVPs, Attendees)
- Establish guest list
- Secure location
- Register your party with Planned Parenthood (use House Party Hosting Form)

6-8 Weeks before Party:

- Confirm location
- Send out invitations/evites; ask that guests RSVP & include directions
- Confirm you have Planned Parenthood materials needed for party
 - o Planned Parenthood Materials
 - o Planned Parenthood Talking Points
 - o Any other materials needed- media release
 - o Guest Sign-in Forms
- Determine menu (light beverages and snacks suggested)

4 Weeks before Party:

- Review all RSVP's; call people who have not responded
- Send out reminder evites (as appropriate)
- Finalize menu; purchase beverages and supplies
- Confirm tasks with co-hosts (greeter, sign-in monitor, food, beverage, equipment, photographer, etc.)

1 Week before Party:

- Reminder calls or emails to guests
- Finalize guest list
- Set agenda for evening
- Confirm menu and beverage logistics (preparation & arrival)

3 Days before Party:

- Check-in with co-hosts, review assigned duties
- Reminder calls and emails , as needed
- Check venue for proper tables, seating and equipment
- Decorate if necessary



Day of Party:

- Greet guests; ask that they sign-in (Have multiple sign-in sheets and pens ready)
- After allowing guests to mingle, begin program
- Thank guests for attending, tell them why you support Planned Parenthood, and ask for their advocacy support.
- Encourage guests questions, distribute materials
- Get at least one other person to host their own party
- Continue party and thank guests before they leave

Day after Party:

- Send thank you notes or emails to guests. Encourage them to consider hosting a party or making donation online by visiting www.ppsflo.org
- Email pictures
- Fill out our Events Feedback Form (keep a copy for yourself).
- Enclose this sheet along with sign-in sheets, and petitions or actions, and mail it to:

Planned Parenthood of South Florida and the Treasure Coast
Attn: Public Affairs
2300 North Florida Mango Road
West Palm Beach, FL 33409

1 Week after the Party:

- Email Takeata.pang@ppsflo.org to make sure we have received all paperwork (sign-in sheets, pictures, petitions, etc)
- Make sure you send thank you notes to your guests.



Sample House Party Agenda

- | | |
|-------------|--|
| 11:00-11:30 | Guests arrive and sign-in. Provided refreshments and snacks. |
| 11:30-11:40 | Welcome guests; thank them for coming and make general announcement about the evening and its purpose. Introduce Planned Parenthood. |
| 11:40-11:55 | Hosts thanks guests for their time and attention and explains why she/he supports the work of Planned Parenthood, invites others to do same. |
| 11:55-12:45 | Guests are invited to continue the celebration, commit to their own party. |
| 12:45-1:00 | Thank guests upon departure, make sure they have signed up to support Planned Parenthood in some way. |



SAMPLE EMAIL/FLIER INVITATION: Adapt to Fit Your Event

**“YOUR NAME’S House Party”
to benefit**

Planned Parenthood of South Florida and the Treasure Coast

WHEN: Week day, Month XX, 2010

TIME: __ AM/PM - ___ AM/PM

**WHERE: Party address here
City, State, Zip**

THEME: Wine & Cheese, Potluck, Cocktails, etc.

ATTIRE: Casual , Cocktail, etc

RSVP: (your telephone # and email address here)*

*** Reservations strongly suggested.**

Come join us!

For directions, call xxx.XXX.XXXX



Time to.... Celebrate our Legacy!
Join <Your Name Here> and <Co-Hosts>

The Legacy of the Feminist Movement

at a party to benefit

Planned Parenthood of South Florida and the Treasure Coast

Weekday, Month, Day, 2010

Time

Location

Address

City, State, Zip

RSVP: telephone #, email*

THEME: Brunch/Cocktails

ATTIRE: Casual/Formal/Costume

(Dress as your Favorite Feminist!)

For directions, call 212.XXX.XXXX or (insert directions or map link)

*** Reservations strongly suggested**



SAMPLE THANK YOU NOTE/EMAIL

Thank you so much for coming to (my /our) house party. It was a great event and (I/we) hope you were inspired to commit to hosting your own house party.

If you can, please visit the Planned Parenthood website www.ppsoflo.org to learn how you can continue our movement. The site offers an abundance of information about Planned Parenthood and upcoming events and ways to get involved. If you use Facebook, search for Planned Parenthood of South Florida and the Treasure Coast and join our Fan Page.

(I/we) hope that you will take every opportunity you can to spread the word about Planned Parenthood and their great work.

Warmly,



Event Hosting Form

Thank you for hosting a party for Planned Parenthood! Please fill out the form below and return via email, regular mail or fax to:

Planned Parenthood of South Florida and the Treasure Coast
Attn: Public Affairs
2300 North Florida Mango Road
West Palm Beach, FL 33409
Takeata.pang@ppsoflo.org
Tel: 561-472-9942 Fax: 561-472-9949

Date of Party: _____ Projected # of Guests: _____

Goals Set: _____ Party theme: _____

Advocacy Topic: _____

Name of Host(s): _____

Address: _____

City: _____ State: _____ Zip code: _____

Telephone: _____ Email: _____

Party location (if different from above):

Address: _____

City: _____ State: _____ Zip code: _____

Telephone: _____ Email: _____

How did you learn about the Planned Parenthood's House Parties?

Is there any information you'd like to share about your party?

Do you require any additional information from Planned Parenthood? If so, please feel free to contact Takeata King Pang at Takeata.pang@ppsoflo.org or call 561-472-9942. Have fun!



Volunteer Interest Form

Name: _____ Date: _____

Address: _____

Email address: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Education:

- High School
- Undergraduate Degree
- Graduate Degree
- Other _____

Employment:

- Student
- Employed
- Unemployed
- Retired

Employer's Name (or School): _____ Occupation (major): _____

Street Address: _____ City, State, Zip: _____

Community Affiliations/Volunteer Experience: _____

Please list your special skills, training, interests, and hobbies that you feel would be applicable to volunteering with us at Planned Parenthood: _____

Please Indicate Your Volunteer Interests:

- | | |
|--|---|
| <input type="checkbox"/> Clerical | <input type="checkbox"/> Public Speaking |
| <input type="checkbox"/> Assemble mailings | <input type="checkbox"/> Voter Registration |
| <input type="checkbox"/> Word-processing | <input type="checkbox"/> Event Support |
| <input type="checkbox"/> Letter Writing | <input type="checkbox"/> Host a "friend raiser" |
| <input type="checkbox"/> Internet Research | <input type="checkbox"/> Staff a booth at a health fair |
| <input type="checkbox"/> Computer Data Entry | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Fundraising | |
-



Event Feedback Form

Thank you for hosting a party for Planned Parenthood, your feedback is very important to us. Please take a few minutes to fill out this form and send it along with donations and guest information collected to the address listed below.

Name of Host(s): _____

Address: _____

City: _____ State: _____ Zip code: _____

Telephone: _____ Email: _____

Date of Party: _____ Actual # of Guests: _____

Total Donations: _____ Party theme: _____

Feedback:

Was the House Party Kit provided helpful in organizing your party, how could it have been better? Yes No

Were the supporting materials provided helpful in conducting your party? Yes No

Is there other material that would have been helpful?

Was there one element of your party that went especially well that you'd like to share?

Do you have any party stories you'd like to share with us?

Please send this completed form, donations collected and guest lists, pictures, etc. (if possible) to:

Planned Parenthood of South Florida and the Treasure Coast
Attn: Public Affairs
2300 North Florida Mango Road
West Palm Beach, FL 33409



House Party Sign in Sheet

<u>Email</u>	<u>Zip Code</u>	<u>Name</u>	<u>Phone</u>	<u>Address</u>

- Yes! I would like to receive information about Florida Alliance of Planned Parenthood Affiliates - the political and advocacy arm of Planned Parenthood, working across the state to advance women's health.
- I hereby give permission for any photographs or video taken of me at this event to be used for Planned Parenthood purposes.