



House Party Host Guidelines

Thank you for your interest in hosting a House Party on behalf of **Planned Parenthood Columbia Willamette** (PPCW)! House Parties serve as an excellent opportunity for hosts to invite their networks to learn more about the services PPCW provides in a casual and welcoming environment. It is essential that we continue building relationships within the many communities we serve, and your interest in supporting our mission in this unique way is extremely valuable. Each House Party is customized to both your and your guests' needs in partnership with the PPCW Development Department.

PPCW Development Department's Responsibilities:

- **Create and deliver a presentation for event**
 - PPCW will make recommendations for the content of any presentation; however, you know your network better than we do! If there are particular topics that you'd like us to cover that haven't already been discussed, please let us know.
- **Facilitate guest questions and carry out any necessary follow-up**
 - Successful house parties expand our network of supporters, and we will ensure that your guests receive any and all information requested through follow-up.

Host Responsibilities:

- **Invite your networks**
 - This is the most essential duty of the Host, and we'll assist you with tips for reaching your largest network through traditional and online methods.
- **Create and manage invitations**
 - Create invitations with input from PPCW staff (evite and paperless post are good options) and send them out.
 - Share RSVP updates with PPCW
- **Provide space and refreshments for the house party**
 - Your generous support means that PPCW can concentrate on presenting the highest quality information to your networks without the cost and staff time of event logistics.
- **Be a philanthropic champion for PPCW**
 - As the Host of the event, your guests will take your lead when it comes to the ways in which they support PPCW. Proudly expressing your dedication and philanthropic commitment to our mission will ensure a successful event.