**Thank You For Your Interest In Hosting A House Party for Apna Ghar (Our Home)**

House parties are an important part of our effort to raise awareness and funds to end gender-based violence in all its forms. As a house party host, you are an ambassador for Apna Ghar. The new donations and new volunteers that your efforts produce will empower immigrant survivors of gender violence to build successful, self-sufficient lives for themselves and their children

We’ve put this guide together to help make your house party a success. If you have any questions, please contact: Ashley Tsuruda or Kayla Brown

Ashley Tsuruda Kayla Brown

Development Manager Development Associate

atsuruda@apnaghar.org kbrown@apnaghar.org

773-883-4663 x 226 773-883-4663 x 221

# FAQs

**Q: What is a house party?**

A house party is just like any other party, except the goal is to raise funds and awareness for a cause that is important to you. By providing refreshments, time for socializing, and a short presentation, your guests will learn more about Apna Ghar in a fun and friendly setting. The ideal house party host opens their home, lets guests know why they support Apna Ghar, and encourages others to do the same.

**Q: How can I get started?**

The first step is to contact Apna Ghar to notify us of your interest. Choose a date (we recommend allowing yourself 1 ½ - 2 months of time to prepare) and decide on a time (prepare for a party that lasts about 2 hours).

**Q: Who should be on the guest list?**

Invite your friends, family, coworkers, or anyone you think would be interested in helping survivors of gender-based violence. Consider making the event open invitation, so your guests can bring their own friends and family. Remember to invite more people than you expect to attend, as typically around ¼ of those invited will come. The party can be as small or large as you desire, so think about whether you would prefer a sizeable event or a more intimate gathering.

**Q: What does the presentation involve?**

As the host, the presentation should begin with you. Let guests know why Apna Ghar is relevant to you and what supporting the organization means personally. In order for your guests to donate, they will want to know why you are a current donor. Encourage guests to donate, provide contact information, and/or host their own house parties. Feel free to use the talking points provided in this guide.

If you have requested an Apna Ghar staff or board member to speak at your party, introduce them after you speak. Allow time for questions and potential conversation among the group.

**Q: What will Apna Ghar provide for the party?**

We will provide you with Apna Ghar brochures and other promotional materials. A pick up/drop off time can be arranged with one of the staff members.

**Q: Will Apna Ghar staff or board members attend?**

Staff and board members from Apna Ghar would be happy to attend your party, if you so choose. We are very passionate about the people we serve, and would love the chance to discuss our work on a more familiar level.

**Q: How do I follow up after the event?**

Send thank you notes to those who attended the house party. If you send them through email, be sure to include a link to Apna Ghar’s website.

# PARTY IDEAS

* Celebrate the power of women by holding a party on March 8, International Women’s Day.
* Have the party on or around Mother’s Day. Maybe you want to host a Mother’s Day brunch for moms and daughters.
* Host during October for Domestic Violence Awareness Month or encourage guests to wear purple (the color of domestic violence awareness).
* Consider a culturally inspired menu or activity, e.g. particular food items and beverages.
* Hold a more intimate event and make it a potluck, ask everyone to bring something to share.
* Invite a local celebrity to speak as part of the presentation.
* Have a birthday or anniversary coming up? Ask your friends to make a donation to Apna Ghar in lieu of gifts! Contact us to set up an online donation page for your party through Crowd Rise.

# EVENT CHECKLIST

**TWO MONTHS BEFORE**

* Select date and time for event
* Ask a friend to help share hosting duties (if you want/need the help)
* Create a guest list
* Determine budget
* Design menu
* Establish a goal (e.g. an amount of money to raise, gain new contacts interested in the organization)

**SIX WEEKS BEFORE**

* Send invites
* Track received RSVPs

**ONE MONTH BEFORE**

* Finalize menu
* Map out party logistics (e.g. presentation capabilities, seating arrangements)
* Contact us to arrange for an Apna Ghar speaker and/or information materials for the party

**ONE WEEK BEFORE**

* Follow up on the guest list to finalize RSVPs
* Make reminder calls to those who have said they will attend

**DAY OF**

* Prepare food and beverages
* Set up seating and information areas for guests
* Provide a plate or basket for any donations
* Greet guests upon arrival

# SAMPLE TIMELINE

**6:00 PM Welcome guests, have them sign-in and enjoy refreshments**

**6:30 PM Introduction, short message from host(s)**

**6:45 PM Presentation**

**7:00 PM Time for questions**

**7:15 PM Allow time for contributions, obtaining contact information**

**7:30 PM More food and conversation, thank guests for attendance and participation**