

House Party Kit

thank you!

CREATE COMMUNITY IN BROOKLYN.

The BCPC House Party Kit Includes:

- sample invitation
- sample agenda
- sign-in sheet
- pledge form

FOR MORE INFORMATION, PLEASE CONTACT:

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Executive Director
Brooklyn Community Pride Center
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347-889-7719

YOUR PARTY HERE



www.lgbtbrooklyn.org

Empowering the LGBT community of Brooklyn.

HELP EDUCATE, INSPIRE ACTION, AND RAISE MONEY.

The Brooklyn Community Pride Center provides a safe, common space offering physical and mental health services, social support, recreational and cultural programming, as well as being a hub of information for lesbian, gay, bisexual, and transgender individuals and families in Brooklyn. We rely on volunteers like you to help us get the word out online and in person.

HOST A HOUSE PARTY FOR BCPC!

FORMAT

We recommend a two-hour cocktail party, beginning at 6:00 or 6:30, Monday through Thursday evening, or a weekend brunch, but the choice is yours. You know what will work best with you and your friends. It could be an outdoor BBQ, an Oscars Party, a birthday party or a potluck. Also, consider a venue where you and your guests will be most comfortable. This could be at your own apartment, or a meet-and-greet at your workplace, your corporate board room, or even at a bar for a special happy hour. You can host the party alone or with a friend or group of friends - if your apartment is not large enough to host a house party, consider asking a friend who has a great space in their apartment for a cocktail party to co-host it with you.

House party events can be as formal or as informal as you wish. This House Party Kit is intended primarily for smaller, more informal events, where guests could be expected to contribute in the \$10 to \$100 range. Of course, larger donations are welcome! BCPC is here to support you as a host, whether you want to throw a relaxed get-together, or a more formal event designed for donors who can give at higher levels. Please contact Erin Drinkwater, our Executive Director, so we can work with you directly to plan and implement a fun and successful house party.

Consider setting a fundraising goal for the event and announce it to guests when you ask for their support at the event.

WHAT TO SERVE

Refreshments can be as simple or as complicated as you like. You could consider seeking help from friends who like to cook or local restaurants who may be sympathetic to the cause. Call a caterer or do it yourself.

WHO TO INVITE

Friends, family members, colleagues, acquaintances. It's up to you to decide who to invite, get out the invitations (mail and/or email) and keep track of who is coming, so you will know how many to prepare for. Follow-up emails and phone calls will definitely increase attendance. You'll find a sample invitation on the next page.

LOGISTICS

- Think about directions by subway and where guests can park and let them know.
- Ask a friend or two to serve as greeters, if needed. They'll answer the door, take coats, make sure people sign in and help collect checks.
- Do let us know about your event, so we can send you the materials you need and make sure Erin attends to answer more questions about BCPC and support you through the process.

SAMPLE INVITATION

This can be as simple as a text email, or we can send you an alterable version of the invitation once you've decided to host a party.



You are invited
to a cocktail party
in honor of
The Brooklyn Community Pride Center
at my home

Jane Smith
323 xyz street, #4
(between 6th and 7th Ave.)

Monday, January 24, 2014

6:30 to 8:30

RSVP
(718) xxx-xxxx
jane@jkkjkjkj.com

I/We hope you can attend. Have a drink and enjoy a brief presentation about BCPC. BCPC provides a safe, common space offering physical and mental health services, social support, recreational and cultural programming, as well as being a hub of information for lesbian, gay, bisexual, and transgender individuals and families in Brooklyn.

Donations will be solicited. If you can't attend, please consider making a gift online at www.lgbtbrooklyn.org

SAMPLE AGENDA

Here is a draft timeline for a two-hour evening cocktail party. Times listed are approximate. There's no need to follow this precisely.

6:30	Guests begin arriving.
7:30 – 7:33	Host welcomes guests, thanks them for coming, explains why they are involved with BCPC, and introduces the BCPC representative, which will either be a staff or board member.
7:34 – 7:45	Discuss BCPC's current goals and objectives.
7:46 – 7:51	Q&A.
7:52 – 7:54	Host thanks BCPC representative, thanks guests for their attention, encourages them to visit the website and asks them not to leave without filling out a donation envelope. ("Please make a gift to support BCPC. You can give tonight using these donor reply envelopes (hold one up), or take one with you, or donate online at lgbtbrooklyn.org .")
7:55	Party resumes.
8:30	Guests depart.

SAMPLE TIMELINE

Six Weeks Out

- Decide upon format, place and time for your house party.
- Decide if you need or want a co-host(s).
- Let BCPC know about the event, so we can get you everything you need in the way of materials, and schedule Erin to speak at your event and support you throughout the evening.
- Consider if you need or would like food and/or beverage donations and reach out to potential in-kind donors.

Five Weeks Out

- Create your invitation mailing list.
- Create your party invitation.

Four Weeks Out

- E-Mail and/or send hard copy invitations.

Three Weeks Out

- Ask a friend or two to serve as greeters. They'll answer the door, take coats, make sure people sign in and help collect checks.

Two Weeks Out

- Call or email everyone who has not RSVP'd. Ask if they're coming and keep a list of who is attending.

One Week Out

- Decide who will speak about BCPC.
- Review BCPC information so that you're able to answer questions.
- Review our website, lgbtbrooklyn.org.
- Make sure you have all the materials you need from BCPC, including donation envelopes.

Week of Event

- Remind greeters of their duties and the time they need to arrive.
- Purchase and prepare refreshments.
- Print enough sign-in sheets to accommodate your estimated number of guests.

After the Event

- Please send the gifts collected and the sign-in sheet(s) to BCPC within 24 hours.
- Once BCPC receives the contributions, we will send your guests thank you letters.
- If you can, please send one yourself – an email or handwritten thank you note – to add a personal touch.
- Post event pictures on your facebook page, send the link to everyone you invited and remind them that it's not too late to donate or host a house party of their own.
- Pat yourself on the back and know how much we appreciate all the work you've done to raise critically needed funds for BCPC! You are making a difference in the lives of LGBT people throughout Brooklyn.



Please sign-in.

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