



HOUSE PARTY KIT

WHAT IS A HOUSE PARTY?

House parties are informal fundraisers organized by community supporters who want to create sustainable resources for Africa Bridge.

Through a pitch for support made by the party's host, the primary goal of a house party is to recruit at least 20 people to join Africa Bridge's This Is My Village campaign and become monthly donors.

WHY THROW A HOUSE PARTY?

- To raise critical support for Africa Bridge programs and operations, and to help spread the word about This Is My Village
- To help Africa Bridge reach out to new community members who care about orphans and vulnerable children in developing nations, as well as the families who care for them
- To have fun and generate enthusiasm about Africa Bridge

SIMPLE STEPS FOR SUCCESS

1. Pick a date: Once you choose a date and location, confirm it with Africa Bridge's development staff
2. Build a guest list: Invite your friends, neighbors, co-workers, and members of community groups with which you are involved. Recruit co-hosts to help you spread the word and invite their contacts. Invite four times as many people as you expect to attend!
3. Plan the party: Will your party have a theme? What type of food and drinks will you serve? Where will people sit/stand? How can you make your home comfortable for guest speakers/ youth participants? Is there room to set up a projector and screen to show videos and slides?

4. Send invitations: Use Evite.com to save trees and time! Please use the following text, whether you send electronic or paper invitations:

Africa Bridge Fundraising House Party

Please join me to learn more about Africa Bridge, an international nonprofit organization based in Portland, Oregon that empowers rural communities to protect and care for orphans and vulnerable children in Tanzania

Africa Bridge's innovative new program, This Is My Village, brings donors and villagers together in pursuit of real and lasting change. When you join a village, you receive a one-of-a-kind opportunity to look inside a rural African community while it develops and transforms over five years.

Join us for a memorable evening and a chance to learn more about this exciting new program. Please bring your checkbook or credit card and contribute to the future of Africa Bridge!

For more information, please visit www.africabridge.org

It is important to use the text above to make clear to invitees that this is a fundraising event for Africa Bridge. If you want, we can also send you a digital image of our logo to add to your digital or print invitation—just let us know! Include date, time, location, directions, your own message, and any other additional information about your party (theme, what will be served, etc.). Consider asking each guest to bring a guest!

5. Reminders: **Make follow-up phone calls** and send reminders use Evite.com or Party4aPurpose.com to invitees who have not responded.
6. Make a pitch plan: Make a plan for presenting your guests with information about the organization and for making a pitch for support. **With advance notice**, Africa Bridge can send staff and/or board representatives to make a presentation about the organization and coach the host to make the perfect pitch. Please discuss these details and logistics with Africa Bridge's development staff at least 30 days prior to your house party.

DURING THE PARTY

Organize your party in whatever way you think will work best—be innovative and creative. Should you want a guideline, here is a party timeline (for a 6pm to 8pm event) you can use:

6:00–6:30 / Host welcomes arriving guests. Guests sign in on the attendance sheet, so that we can keep them updated about Africa Bridge and This Is My Village.

6:30–7:00 / Guests mingle and enjoy food and drink.

7:00–7:40 / Host formally welcomes guests and introduces representative(s) from the organization, who then make a brief presentation about Africa Bridge and This Is My Village. Time should be built in to give guests the opportunity to ask specific questions.

7:40–7:45 / Host explains why s/he supports the organization and asks guests to join a village and become a monthly donor (or make a one-time financial contribution). Our development staff will talk you through the pitch and the best way to deliver it before the party.

7:45–8:00 / Host thanks guests for their support and encourages more eating and drinking!

Party Supply List

The party host is expected to provide the following:

- Food: Finger foods are great! Food preparation can be as simple or elaborate as you like. Fruit and veggie platters, chips and dips, cheese and crackers, pita and hummus, breads or rolls, grilled veggies, and soups, as well as cookies, brownies, cupcakes, and other sweet treats work well
- Beverages: Alcoholic and nonalcoholic beverages
- Supplies: Plates, cups, napkins, utensils, garbage bags, theme supplies

Africa Bridge will bring the following:

- Engaging representatives to talk with your guests and lead a presentation about the organization and This Is My Village program
- Colorful banners, photo displays, collateral materials, videos, slideshow presentation, laptop, projector and portable screen
- Pledge cards and donation envelopes

FAQ

How many people should I invite?

Figure out how many people fit comfortably in the party space. Invite four times as many people as you hope will attend. Seriously.

Should I have a co-host?

A co-host's primary purpose is to expand and diversify your guest list along with helping to plan and prepare. If you have a great space but not a large guest list or a great list but a studio apartment, then co-hosting may be an excellent idea.

Who should I invite?

Family, friends, neighbors, co-workers, folks in other groups you are a part of—anyone who you think would care or be interested in learning about the mission of Africa Bridge. Also, keep in mind that although having some folks who already love Africa Bridge in attendance is helpful for getting others excited, the main function of a house party is to reach out to a new group of supporters.

What's in it for Africa Bridge?

Beyond raising funds and having the opportunity to meet a new group of potential supporters of our work, house parties are a great way for fostering community connection. By throwing a party, you and your guests are supporting the work and mission of the organization.

What's in it for me and my guests?

You and your guests will have the opportunity to generate resources we need to provide life-changing local and international educational opportunities for young people who would not otherwise have access. Additionally, those guests who join a village and become monthly donors will help create long-term sustainability for the organization. Throughout the evening, you and your guests will also have the opportunity to participate in an engaging discussion about these topics and the future of Africa Bridge.

What's involved in being a host?

A host is responsible for making the pitch for support—explaining to their guests why they financially support Africa Bridge, and then asking guests to join them in supporting the organization. The host should therefore be a donor to Africa Bridge, as a pitch is not generally successful unless it is made by someone who is also investing in the organization's work. Additionally, the host and any co-host(s) take on the usual party planning responsibilities: pick a date, invite your friends, prepare refreshments, plan out and enjoy the event.

What is Evite?

Evite.com is an electronic invitation service that allows you to distributed and responded via email and the Internet—easy! Feel free to use whatever type of invitation you prefer.

For more information: 503.699.6162 / info@africabridge.org