

House Party Checklist

Thank you for all of your amazing work to support LEAD International in your community. Remember this checklist is designed to be of assistance and is not a guideline for how a party should be planned. We want your event to be fun and stress free. Create something as simple or as elaborate as you want it to be. The whole idea behind house parties is to get people together to talk and create support for a wonderful cause. There is no right or wrong way to do this!!!

Two Months Before

- Select the date for your party
- Inform LEAD International that you will be hosting an event or party and request a House Party Kit.
- Create a guest list
- Select a menu for your party. Print our menu ideas if you would like.
- Create a fundraising goal

Six Weeks Before

- Send invitations and begin tracking RSVPs
- Review all the materials in your House Party Kit

Four Weeks Before

- Finalize menu

One Week Before

- Review RSVPs and call everyone you haven't heard from

Three Days Before

- Make reminder calls to everyone who plans to attend

Day Of Your Event

- Setup sign-in table with pens, sign-in sheets and nametags
- Set out LEAD International materials ie: annual report, newsletter and brochures
- Have fun!!

The Presentation

- Gather your guests and present your reasons for hosting the house party and supporting LEAD International
- Show the DVD and make presentation
- Invite guests to ask questions
- Hand out donation envelopes and ask each guest to make a contribution

After the Event

- Collect all donation envelopes and the sign-in sheet and send them in one package to LEAD International:

LEAD International
7808 NE 94th Ave.
Vancouver, WA 98662 USA

- Send thank you notes or e-mails to all your guests. All guests who donated will also receive a thank you letter for their tax-deductible donation from LEAD International.
- Send an e-mail to those invited who were not able to attend your event and ask them to make an online donation to LEAD International in honor of your house party. If they choose to write a check, have them put your name and house party in the memo line.