

## House Party Planning Kit



Here's the lowdown on what goes into throwing a great house party for B-Word:

### What is a house party?

House parties are informal fundraisers organized by supporters who want to help B-word/*Bitch* grow and evolve, while remaining grassroots. House parties typically generate between \$150 and \$1,500 and are a critical component to our fundraising plan.

### Why throw a house party for B-Word?

1. To help B-Word and *Bitch* reach out to new folks who care about independent media, feminist analysis, and media criticism
2. To participate in the independent, feminist media movement
3. To have fun and meet other like-minded folks

### 6 Steps to a *Bitchin'* House Party

- 1. Pick a date:** The best times to schedule house parties are Wednesday and Friday evenings and Sunday afternoons. Once you've settled on a date, confirm it with Amy at amy@bitchmagazine.org or 503.282.5699.
- 2. Build a guest list:** Use our guest list form (bitchmagazine.org) or ask Amy to email it to you. Invite your friends, neighbors, coworkers, and members of groups you're involved in. Recruit cohosts to help you spread the word and invite their contacts. The general rule is to invite three times as many people as you expect to attend (really!).
- 3. Send invitations:** Use Evite to save trees and time. E-mail amy@bitchmagazine.org your address, party details, and guest list and we'll e-mail your invitations and forward RSVPs to you. Consider asking each guest to bring a guest.

**A NOTE ABOUT WORDING:** *Make sure it's clear on the invite that this is a party and a fundraising event. A simple line like, "Remember to bring your checkbook" or "Join me in supporting the work of B-Word, and Bitch" will do the trick.*

- 4. Reminders:** Make follow-up phone calls to invitees who haven't responded.
- 5. Throw the party:** Costume party, theme party, dance party, craft party, whatever. Food and drink is up to you—wine, BYOB, sparkly juices. Food can be hors d'oeuvres, potluck, cheese and crackers, veggies—whatever works. It doesn't need to be anything fancy. To keep costs down, encourage people to bring a dish.
- 6. Enjoy your party:** Have fun! Raising awareness of independent, feminist media and the work of B-word and *Bitch* is pretty cool.

### What the heck do we do 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. Guest sign-in.

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

**7:00–7:30** Host explains their support for B-Word and *Bitch* and introduces representative from the organization (if possible for representative/staff to attend – not always the case due to travel expenses) who makes a 10-15 minute presentation about the organization, explaining the mission, goals, etc. After the presentation, encourage questions and conversation.

**7:30–7:35** Host or representative (if present) from B-Word asks guests to make a financial contribution to the work of B-Word and *Bitch*. For tips on increasing contributions, please get in touch with Amy!

**7:35–8:00** Host/B-Word representative thanks guests for their support. Host invites guests to have more to eat and drink.

### **We'll Bring:**

- If possible (depending on travel expenses—we're located in Portland, OR), an engaging representative to talk with your guests about B-Word/*Bitch* Magazine
- Sign-up sheets, *Bitch* swag, and literature
- An opportunity for you and your guests to get involved and take action

### **Party Supply List**

**Food and Drink:** 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. Pasta or potato salads. Breads or rolls. Skewer-style grilled veggies. Soups.
- Sweets: cookies, brownies, etc.
- Selection of alcoholic and nonalcoholic beverages
- Plates, cups, napkins, utensils, garbage bags

Please contact Amy at 503.282.5699 or amy@bitchmagazine.org with any questions or tips!

### **FAQs**

#### **How many people should I invite?**

Figure out how many people fit comfortably in the party space. Invite three times as many people as you hope will attend. We know this sounds crazy, but this equation has been tested and found to hold up.

#### **Should I have a cohost?**

A cohost's primary purpose is to expand and diversify your guest list along with relieving some stress of planning and prep. If you have a great space but not a large guest list or a great list but a studio apartment, then cohosting may be an excellent idea.

#### **Who should I invite?**

Family, friends, neighbors, coworkers, folks in other groups you are a part of, the cute worker at the co-op, members of your kayak club, your accordion teacher – anyone who you think would care or be interested in learning about the mission of B-Word and *Bitch*. Also, keep in mind that a main function of a house party is to reach out to a new group of supporters who aren't familiar with our work.

#### **What's in it for B-Word and *Bitch*?**

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 for us, 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 participate in an engaging discussion about feminism and independent media, grassroots organizing, and the future of B-Word and *Bitch*.

#### **What's involved in being a host?**

Nothing more than the usual party planning responsibilities: Pick a date, invite your friends, prepare refreshments, plan out the event, and enjoy your party.

#### **What's the Evite?**

The Evite is an electronic invitation that can be distributed and responded to via email. We've designed a template Evite to be used for all parties that we just fill out with your specific party info and send out, with all the RSVPs coming to you.

# Guest List

Name	Phone	Invite (sent?)	Follow-up (call made?)	RSVP (how many?)	Notes
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