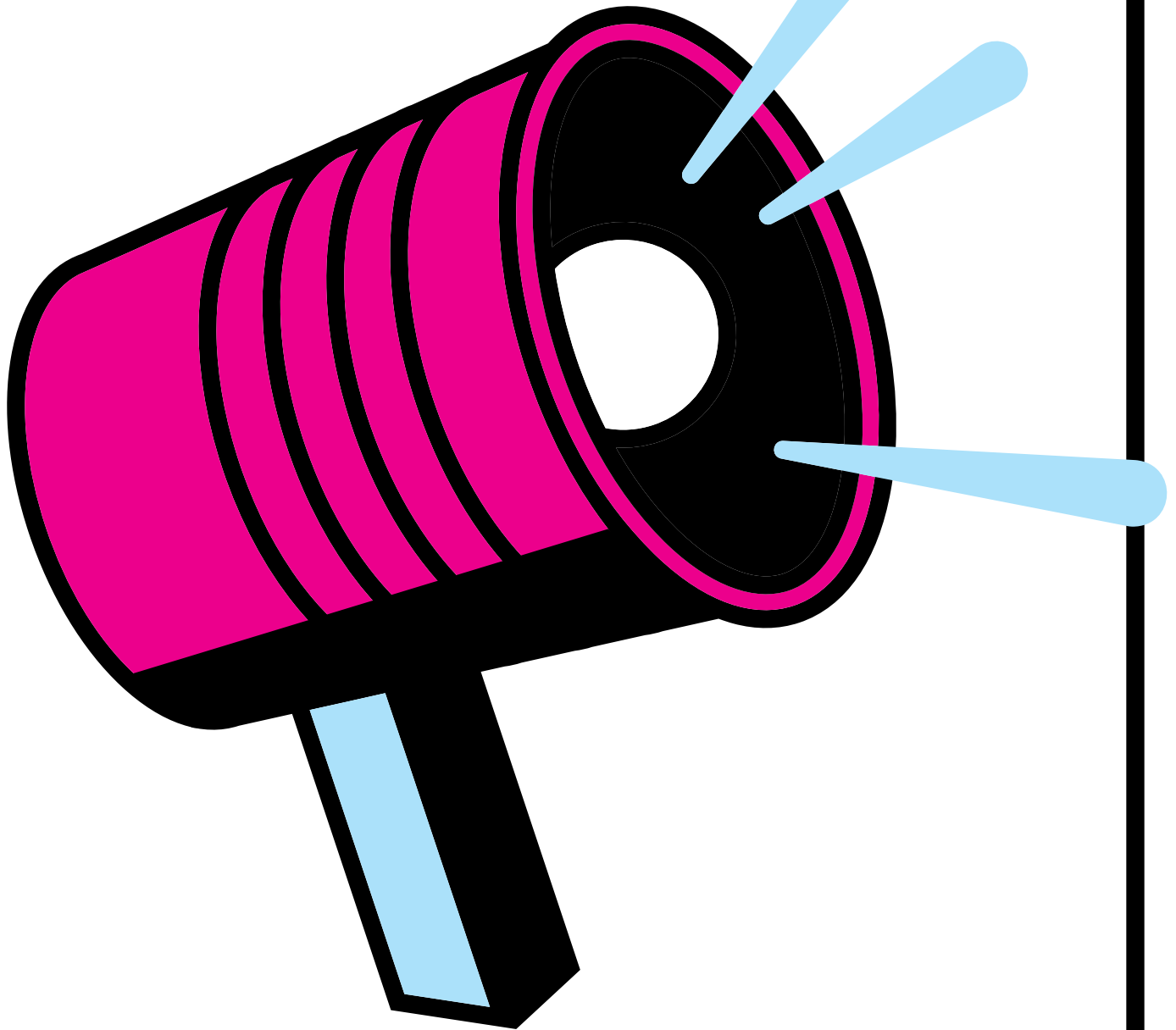


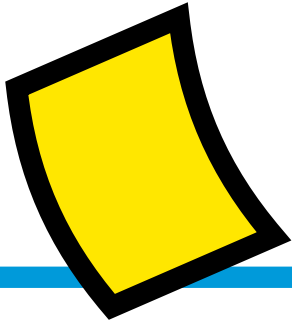
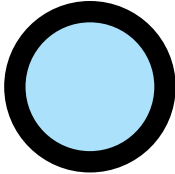
Party with a Purpose Toolkit

Your guide to hosting a successful House Party for
Planned Parenthood Columbia Willamette



 **Planned Parenthood®**

Planned Parenthood Columbia Willamette



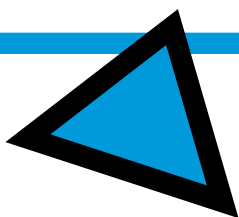
Help Defend Access to Reproductive Healthcare

Thank you for your interest in hosting a house party for [Planned Parenthood Columbia Willamette](#) (PPCW)! As a supporter of PPCW, you know the challenges we confront in providing health care and sex education. Every day, we face a new fight on behalf of our patients, but we have an incredible community that rallies to protect access to sexual and reproductive healthcare, including safe, legal abortion. Your Party with a Purpose celebrates and expands our community while also raising funds to help us provide and protect access to safe, nonjudgmental care for the 75,000+ patient visits we provide every year and free education and outreach activities across Oregon and southwest Washington.

This 'toolkit' provides resources to make your party a success. We at PPCW are happy to help provide guidance and resources for your event, such as sample email invitations and event programs, examples of fundraising solicitations, technology assistance, donation pages, and thank you letters. With our support and suggestions, we encourage you to make the event your own!

Your support for PPCW sends a loud and clear message: we will not go back. We believe in providing care, no matter what, to every person who needs us.

Thank you for being an advocate for our community!



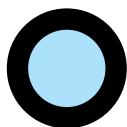


Table of Contents

Party Planning Timeline

Detailed timeline for planning your party.

04 - 05

Event Ideas

06

Sample Program

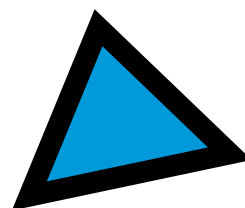
Example Cocktail Party Itinerary.

06

Sample Invitation

Example of an E-mail invite.

07



Party Planning Timeline

Where Do I Start?

Let us know you'd like to host a party

4+ Weeks Away

1+ Weeks Away

Day of the Event

After the Party

Where Do I Start?

Ready to host a house party for PPCW? Contact us at **development@ppcw.org** to let us know about your party. We can guide you through the process of hosting a successful fundraiser!

Below you'll find a detailed timeline for planning your party, a sample program, a sample invitation, and event ideas:

Let us know you'd like to host a party

- **Let us know that you'd like to host a party**, with a proposed date, time, and location. House parties don't have to be in your house – you can also consider local businesses, parks, or community centers that may be willing to host.
- **Set a fundraising goal**. Having a tangible goal to reach is often a great motivator for people to donate at your party.
- **Recruit co-hosts**. Adding co-hosts who will invite their contacts is a great way to boost attendance.
- Once we have the above information, **PPCW will build your event a web page for donations**.
- PPCW may be able to provide speakers for your event depending on our availability. If we are not available, **we will coordinate with you** to have PPCW talking points, swag, donation envelopes, and scannable donation QR codes displayed at your event.

4+ Weeks Away

- **Send out invitations to potential guests**. Remember, even people who can't attend might still make a donation.
- **Consider using Facebook or another social media platform** to set up a private event for the party with RSVP information and a link to the donation page. Evites are also a great way to announce the event, collect RSVPs, and share the donation page with your guests. Choose whichever method is easiest for you and your guests.
- **Plan the flow of the event** including stories, any themes, and how you will encourage your guests to support PPCW.
- **Consider having food and drinks available at the event**. You can create your own menu, provide basic finger foods like cheese and crackers, hire caterers, or do a potluck.

Party Planning Timeline

1 Week Away

- **Review all RSVPs**; follow up directly with people who have not responded. If people aren't able to attend, ask if they'd be willing to contribute to your fundraising goal and send them the link to the event donation page.
- **Send an update to your guests** reminding them of the event and sharing any last minute details (where to park, what to bring, etc).

Day Of the Event

- **Prepare the event space with food and drinks** – don't forget to also have space available for mingling. Consider some quiet music for atmosphere.
- **Greet your guests, thank them for attending.**
- **When the majority of your guests have arrived, gather everyone for a short program where you can share your story**, talk about why PPCW is important to you, highlight the need to donate, and make an ask. We can help coach you on how to ask your guests for donations before the party if you would like!
- **Guests can write checks or pay via your event donation page.** We can provide printed out QR codes so the donation page is easily accessible to your guests.
- **Have FUN!**

After the Party

- **Thank your guests for joining!** This can be an email, notecard, phone call – whatever you prefer. Offer links or resources to volunteer, subscribe to PPCW emails, host an event like yours, or donate to PPCW.
- **Connect with PPCW and share any photos that were taken** – give us a wrap up of how it went and anything you learned or would change.
- **If you received checks**, you can use a donation envelope to send them in or mail them to:

Planned Parenthood Columbia Willamette
Attn: Development
3727 NE Martin Luther King Jr. Blvd
Portland, OR 97212

Where Do I Start?

Let us know
you'd like to
host a party

4+ Weeks Away

1+ Weeks Away

Day of the Event

After the Party

Event Ideas

- Game Night
- Paint & Sip Night
- Outdoor Movie Night
- Cooking Class
- Mixology Class
- Brunch Party
- Dinner Party
- Cocktail Party
- Wine Tasting
- Yoga or Pilates Class
- Pizza Making Night
- Picnic Outdoors
- Casual BBQ
- Craft Event
- Live Music Event
- Ceramics or Art Class
- Murder Mystery Event

Sample Party Program - Cocktail Party

6:00 – 6:30 pm

Greet guests and give time for everyone to socialize over drinks.

6:30 – 6:35 pm

Give a brief welcome speech and remind everyone that the evening's event is a fundraiser for PPCW. Encourage them to eat, drink, and enjoy each other's company.

6:35 – 7:00 pm

Mingling time – you could do introductions, icebreakers, activities, etc. if you'd like.

7:00 – 7:45 pm

Call your guests together and share with them your reason for hosting an event to raise money / awareness for PPCW.

A personal story about your connection to the cause, focusing on one or two of the issues most important to you, is an effective way to get started.

If there is a PPCW staff member in attendance you can introduce them to your guests and they will speak for a set amount of time, with time for questions.

Finally, ask your guests to donate. Pass out donation forms and pens, prominently display the giving link. Make sure they know it's not required but that it's very much appreciated. Leave out a box or basket where people can drop off their checks.

7:40 pm and on

Have a great rest of the evening!



Sample Email Invitation



Subject: Join me / Let's party in support of reproductive rights!

Hi (guest's first name),

I am excited to invite you to a house party I am hosting at (x location) on (x date) in support of Planned Parenthood Columbia Willamette (PPCW). PPCW plays a crucial role in providing essential healthcare and education to our community. As we face ongoing challenges to reproductive rights, your support is more important than ever. This fundraiser will directly contribute to the critical services that PPCW provides, ensuring that everyone has access to the care they need.

(Optional: PPCW is important to me for xyz reasons - keep it short and sweet if you'd like to expand on your story at the event itself).

Date: [Insert Date]

Time: [Insert Time]

Location: [Address of event]

RSVP: [How you'd like people to RSVP]

The evening will feature refreshments, a brief update on the latest work from PPCW, and a chance to connect with others who share our commitment to reproductive rights. Whether you're a longtime supporter or new to the cause, your presence and contribution will make a difference.

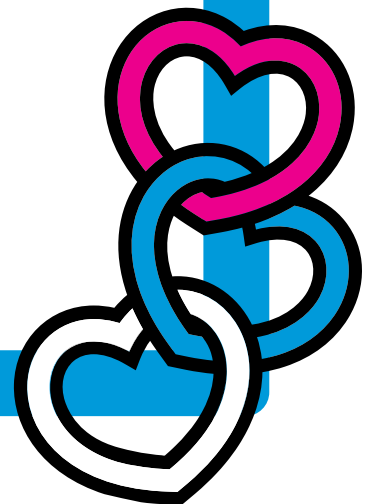
I hope you can join us for what promises to be a meaningful and enjoyable evening. If you're unable to attend but would still like to contribute, donations can be made directly through [Donation Link].

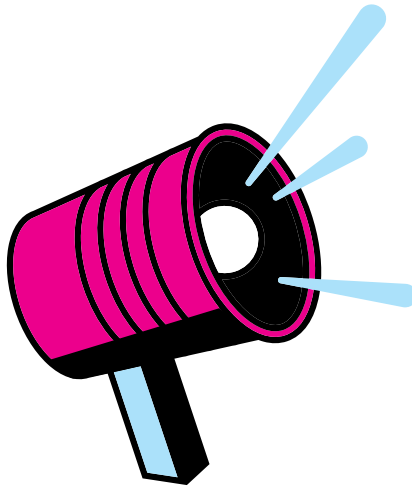
Please RSVP by [RSVP Date]. I look forward to seeing you there!

Warm regards,

[Your Name]

[Your Contact Information]





Thank you!

We are in this work together and are happy to have you joining us to make sure that we are able to provide Care - No Matter What.

Planned Parenthood Columbia Willamette is a 501(c)3 nonprofit organization (Tax ID#: 93-6031270). All donations are fully tax-deductible to the extent of the law as long as no goods or services have been provided to you, as determined by the Internal Revenue Service. All donations made to PPCW will automatically receive a tax receipt.



Planned Parenthood Columbia Willamette