

OXFAM TOOLKITS

HOW TO HOST A HOUSE PARTY



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In keeping with Oxfam's belief that everyone has a part to play in the fight against poverty and injustice, Oxfam Toolkits are designed for individuals and groups looking for a hands-on way to join the effort. These practical how-to guides collect ideas and advice from Oxfam's experts as well as supporters around the country. Oxfam Toolkits represent an entry point into the world of activism—building a grass-roots movement for change, one person at a time.

TOOLKITS AVAILABLE:

HOW TO GET STARTED

A MENU OF IDEAS

HOW TO HOST AN OXFAM AMERICA HUNGER BANQUET®

DIRECTIONS AND TOOLS

HOW TO FUNDRAISE FOR OXFAM

FREQUENTLY ASKED QUESTIONS

HOW TO HOST A HOUSE PARTY

HOW TO TAKE ACTION

ORGANIZING IN YOUR COMMUNITY

HOW TO MAKE A DIFFERENCE ON CAMPUS

All toolkits are available for download at oxfamamerica.org/toolkits, or email actfast@oxfamamerica.org to request free copies.

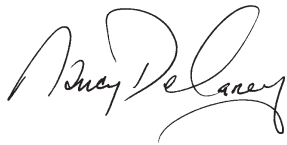
DEAR FRIENDS,

Oxfam America is a global organization working to right the wrongs of poverty, hunger, and injustice. As one of 17 members of the international Oxfam confederation, we work with people in more than 90 countries to create lasting solutions. Oxfam saves lives, develops long-term solutions to poverty, and campaigns for social change.

You can help make a difference by planning an Oxfam America House Party. A house party is a fun, informal gathering where you get your friends and family together to take action like writing a letter or making a phone call to your legislator, having a film screening and discussion, building a support network, or educating others on important issues.

In this guide, we've included everything you'll need to plan a successful house party. But if you have more questions—or just want some advice—contact us at actfast@oxfamamerica.org. We're eager to help.

Good luck! We look forward to hearing from you.

A handwritten signature in black ink that reads "Nancy Delaney". The signature is fluid and cursive, with the first letters of each word being capitalized and prominent.

NANCY DELANEY
COMMUNITY ENGAGEMENT MANAGER, OXFAM AMERICA

SEVEN EASY STEPS FOR THROWING A SUCCESSFUL HOUSE PARTY

1. PLAN, PLAN, PLAN.

Decide whether the party will be private or public. You can have a private party. Or use Oxfam's event calendar at oxfamamerica.org/events to invite people you've never met who support the cause.

Figure out where you'll host the party—and how many people to invite. How many people can you seat comfortably in your house, dorm, or apartment? Can you book a community center, classroom, or space at your place of worship or office? We recommend 10 to 15 people per Oxfam America House Party. Remember to invite more because not everyone will be able to make it.

Make a guest list. Include family, friends, co-workers, and people from organizations you belong to, such as your local place of worship.

Set a date. Pick the day of the week you want to hold your party. If you're inviting people from your church, for example, you can time it around your weekly services.

Pick a time. When will most people be able to attend? We recommend after 5 p.m. on weeknights or during the late afternoon on weekends. Weeknights often work best because people will be in town, and you can remind them during the day if you see them.

2. DO YOUR HOMEWORK.

Register your event and order free materials. Once you decide to host a party, let us know. Send an email to actfast@oxfamamerica.org. You'll need to tell us your name, address, and roughly how many people you think will be attending. When we get that information, we'll send you some free Oxfam materials to use at your party. You should allow about three weeks for delivery of the materials.

Determine the goal for your party. Do you want to start off slow by introducing the issue and educating your guests about it? If so, will you show a movie or bring in a speaker? Or would you rather educate your guests and then generate letters or phone calls to legislators? Depending on your decision, you will have different homework to do before your party.

For a party that's purely educational, if you're going to use a speaker, invite one from your school, place of worship, or another organization you belong to who can speak about your topic for 15 minutes. He or she might have firsthand knowledge of the issue because of his or her own work, travel, study, or volunteering.

If you want to show a video, look for one that's a maximum of 15 minutes long. You can show a clip from a film or documentary that you own or rent. Oxfam also has free DVDs that you can order, or go to www.youtube.com/oxfamamerica to stream the latest videos about our work.

For a party that will generate letters or calls to legislators, it's really helpful to have the names, phone numbers, and local addresses of your US senators and representatives handy. You can get that information online at www.senate.gov and www.house.gov. Search for your legislators to find their individual web sites. Go to the "contact" tab on their sites to find the district office addresses.

Read up on the issue. Read our latest updates at oxfamamerica.org, and review the materials you receive (see step 5).

3. GET YOUR INVITATIONS OUT.

Send guests invitations online or off-line. When sending invitations, be creative and show that fun and activism can mix. Be sure you're clear about the purpose of the event in the title. We suggest that you set the party duration between one and a half to two hours.

If you want to raise funds at your house party, go to oxfamamerica.org/myoxfam to set up a custom fund-raising page where you can collect donations, sell tickets, and more.

Follow up directly. By maintaining personal contact, you can make sure your friends and family read your invitation and reply.

"Supporting Oxfam is not just about giving money; there are lots of things you can do. At a time when I was struggling financially, I would still host house parties. It didn't cost me anything to be involved. And I met some great friends, people who shared common interests."

—Ellen, Oxfam volunteer

4. PREPARE YOUR “HOUSE.”

Make sure there’s enough seating. You don’t want people sitting on the floor.

Make sure there are enough tables. You’ll need them for food, materials, and writing.

On the day of the party, make sure the house is visibly marked. This is especially important if you live in an apartment complex.

Set up technology ahead of time. If you’re showing a movie or streaming a video, make sure your DVD player or computer is ready to go before guests arrive.

Select food that’s easy to eat. You don’t want messy food to get in the way of the task at hand. Don’t forget the drinks.

5. GATHER YOUR MATERIALS.

Within three weeks from when you let us know you’d like to have an Oxfam America House Party, you’ll receive a packet of materials from Oxfam. Depending on your topic, these could include a DVD; handouts for your guests; sign-up sheets; fun items like posters, banners, and stickers; and information you can use to guide your house party discussion.

Review your RSVP list. Make sure you have enough copies of the materials you’ll need, especially if you plan on having your guests write letters. Don’t force people to share.

If you plan on writing letters, provide pens, paper, stamps, and envelopes. Don’t expect your guests to bring them.

Make name tags. Some guests might not know each other.

6. FOLLOW THE AGENDA.

Give yourself at least one and a half to two hours to conduct your Oxfam America House Party.

Guests arrive (all)—15 minutes. Have your guests add their names to your sign-up sheet, put on name tags, get food, and mingle.

Welcome (host)—five minutes. Introduce yourself, welcome your guests, and thank everyone for working to create lasting solutions to poverty, hunger, and injustice. See the sample welcome below.

“Thank you all for being here and taking time out of your day to learn more about [insert issue here].”

Insert three talking points here on the house party issue. You want to paint a picture about how real people are affected. And remember to use powerful statistics or a story from our web site to drive home the point.

“We have an extraordinary opportunity this year to make a real difference. Let’s make our voices heard.”

Guest introductions (all)—five minutes. Ask guests to introduce themselves quickly and share where they are from and why they came.

If a movie’s on the agenda, watch the video (all)—15 minutes.

If you have a speaker, give him or her the floor to speak (speaker)—15 minutes.

Discussion (all)—25 minutes. Lead a brief talk about the issue. Use the materials from Oxfam to help guide and inform your discussion. Use facts and talking points, and talk about what you can do to make a difference, whether you choose to take legislative action or use this opportunity to organize local actions.

Optional group activity (all)—20 minutes. After the group discussion, you may choose to do an additional activity. This will depend on how engaged your guests are and your own comfort level with the issues. Even simple actions, like hand-writing personal letters to members of Congress, can have a significant impact.

> **If you’re writing letters, hand out pens, paper, envelopes, and other materials.** Distribute the tools from Oxfam. As the house party host, you should create a sample letter to use for your letter-writing activity. If you are having trouble writing a sample letter, include a request for a sample in your initial email to actfast@oxfamamerica.org. Make copies of your letter available so that your guests can model their own after yours. But remember, the more personal the letter, the better. Make sure you have stamps on hand. Guests will use the materials you handed out to write their personalized letters to their members of Congress. Collect the letters so that you can mail them after the party.

> **If you’re making phone calls, hand out a phone script and numbers for your legislators, and ask guests to use their cell phones to make calls.** Again, if you need help writing the phone script, just mention that in your email to Oxfam at actfast@oxfamamerica.org. Remember, you can only do this sort of activity during regular business hours when someone is available to answer your call at the legislative offices.

> **If you are using your house party as an opportunity to plan local organizing efforts or to build a local group of supporters, brainstorm what you can do locally to make a difference.** Can you educate a broader community? Plan an *Oxfam America Hunger Banquet* event? Host a fund raiser for Oxfam? Create a plan, establish what needs to be done and who will do it, and decide what the next steps are. Ask for individual commitments, and use this time to be creative and energized.

Wrap up (host)—five minutes. Thank all the guests for coming. Ask them to join you on Oxfam America’s email list by signing up on the sheet provided by Oxfam. This list gives you up-to-date information on Oxfam’s work around the world, as well as more tools to make a difference in your community.

7. FOLLOW UP.

If you wrote letters, mail them to Congress. Sort them into piles for each senator and representative, count each pile, and then mail them to the local addresses. If you haven’t already done so, find local addresses online at www.senate.gov and www.house.gov. Search for your legislators to find their individual web sites. Go to the “contact” tab on their sites to find the district office addresses. Note: It’s important that you only mail to local district offices. Do not mail to the Washington, DC, offices because delivery will be delayed.

If you made phone calls, tabulate how many calls were made, to whom, and what responses you got. Send this information to Oxfam (address below).

Make sure you keep things moving. Follow up on the next steps that you established in the meeting, and make sure that people are doing what they’ve agreed to and that your plans are moving along. Keep people updated—it will help them feel more connected.

Tell Oxfam how things went. So we can improve how we do our work, we really want to know how the Oxfam America House Party strategy and tools worked for you. It’s also essential that we track your impact, so let us know how many letters were written or phone calls were made and to which legislators. If you used your house party as an organizing meeting, tell us what future events you’ve planned. We’ll send you a feedback form. Or you can email actfast@oxfamamerica.org and let us know how things went.

Send in the sign-up sheet provided by Oxfam. Help us build an Oxfam supporter base. The sign-up sheet will allow your guests to opt into Oxfam’s online community and receive periodic updates on our work around the world. Return your sign-up sheet to the following address:

Oxfam America
ATTN: Petitions
226 Causeway Street, 5th Floor
Boston, MA 02114-2206

Thank your guests via email. Remind them to join you on the Oxfam America email list at oxfamamerica.org/join.

WEEK-BY-WEEK CHECKLIST

FOUR WEEKS BEFORE

- Decide which topic you want to focus on.
- Determine the goal for your party.
- If you haven't yet, send an email to actfast@oxfamamerica.org to register your Oxfam America House Party and order free materials. You'll need to tell us your name, address, and roughly how many people you think will be attending. If you need a sample letter or phone script, please mention that in this email.
- Plan your date, time, and invitation list.
- Create and send invitations to your guests.
- If you want to raise funds at your house party, go to oxfamamerica.org/myoxfam to set up a custom fund-raising page where you can collect donations, sell tickets, and more.

TWO WEEKS BEFORE

- Follow up with your invited guests and make reminder phone calls.

ONE WEEK BEFORE

- Read the materials from Oxfam and view the DVD (if you are showing one).
- If having a guest speaker, review what he or she will discuss.

THREE DAYS BEFORE

- Purchase supplies: buy food, drinks, and name tags. If writing letters, buy stationery, stamps, and pens as needed.
- Review the agenda for the event.
- If showing a video, make sure your TV and DVD player are working.
- Make extra copies of guest materials as needed.

THE DAY OF YOUR EVENT

- Set up the space in which you plan to host your party with refreshments, literature, and letter-writing materials.
- If you're showing a video, set up your DVD player or computer.
- Decorate the space with posters from Oxfam.
- To help people find your home, turn on the outside light and tie up a balloon.

DURING YOUR EVENT

- Greet guests and make sure everyone signs in on the sheet provided.
- Make sure all guests receive materials.
- Thank them for coming and participating.

THE DAY AFTER

- If you wrote letters, sort, count, and mail your letters to Congress.
- Mail your sign-up sheet to:
Oxfam America
ATTN: Petitions
226 Causeway Street, 5th Floor
Boston, MA 02114-2206
- Email Oxfam your letter and phone call tallies at actfast@oxfamamerica.org.
- Thank your guests via email, and—if they haven't already—ask them to join the Oxfam America email list at oxfamamerica.org/join.