

The **Second** Step

House Party Tool Kit



Support The Second Step by hosting a house party! Maximize your impact by bringing your friends, family, neighborhood, or coworkers together to connect, learn, and make a difference.



What is a house party?

House parties are a unique and personal way to introduce people to The Second Step. While the name might suggest an event in your home, a "house party" can take many forms! It could be a cozy dinner or casual cocktail hour at your residence, but you can also consider hosting a brunch at your favorite local restaurant, organizing a picnic in a nearby park, or gathering for coffee at a neighborhood café.

The essence of a house party lies in bringing people together in a relaxed setting to share your passion for The Second Step's mission. **Here's how it works:**

- Invite friends, family, or colleagues to attend
- Share why The Second Step's mission matters to you
- Welcome a staff representative to speak and answer questions
- Provide guests with easy ways to donate or get involved



These gatherings offer a wonderful opportunity to connect, learn, and make a difference in a warm, inviting atmosphere.

Where do I start?

Once you've decided to host a house party, email the Development Team at development@thesecondstep.org and let us know you're interested in hosting. It helps to know a little about your event, a desired date, and a potential location. We can help you brainstorm the rest!

THIS TOOLKIT INCLUDES:

- ✔ FAQ to guide you in your planning
- ✔ Checklist that covers everything you'll need to host a great event
- ✔ Sample agenda, though this is completely customizable to your event
- ✔ Sign in sheets so we can reach out to guests who want to know more
- ✔ Sample invite and thank you note for you to personalize

We're excited that you want to support The Second Step; bringing people together is a great way to spread awareness. We can't wait to help you plan a successful house party!

FAQs



Q: What kind of party should I host?

A: The beauty of house parties lies in their flexibility – the type of gathering you choose is entirely up to you! Consider what would resonate most with your friends and what works best for you as a host. Remember, the focus is on sharing the mission, not on elaborate party planning. Simple, light refreshments work wonderfully, allowing you to concentrate on connecting with your guests and discussing the cause. The less time you spend on intricate preparations, the more energy you can devote to creating a meaningful event.

Q: Do I need to know everything about The Second Step in order to host?

A: Not at all! Hosting a house party doesn't require you to be an expert on The Second Step. Our team can help you pick aspects of our mission to focus on and share information and resources with you on that topic. The most powerful way to be an ambassador for The Second Step is by sharing why our work matters to you, making the cause more relatable and compelling. Your enthusiasm and personal insights are what will truly engage your guests and inspire them to support the mission.

Q: What's the best way to promote my event?

A: If you're using an online invitation platform, take advantage of its built-in features to easily remind and communicate with your guests. These tools often streamline the process of sending updates and managing RSVPs. Consider encouraging your guests to bring a friend or two along – this not only expands your reach but also creates a more dynamic atmosphere at your event. For an even broader impact, consider co-hosting with a friend or colleague.

Q: How should my guests and I make our donations?

A: If you or your guests would like to make a donation, there are a few simple ways to do that.

1. Head to thesecondstep.org/donate. We will also provide cards with QR codes that go to our donate page.
2. Collect checks at the event using donation envelopes we will provide you.

Thank you for your generosity!

Q: Will The Second Step send a staff member to my event?

A: It is our goal to provide a staff representative to support your event and share information about The Second Step with your guests. Be sure to let us know as soon as possible if you would like to have an additional speaker attend.

You've decided to host a house party, now what?

Use this checklist when planning your house party.

6 to 8 Weeks Out:

Pick Your Date, Time, and Place: Decide when and where you want to host your party. If your home isn't an option, check with local businesses or community centers.

Get in Touch: Send an email to development@thesecondstep.org with event details. We can answer your questions, decide which staff member will attend, and iron out details.

Make Your Guest List: Invite more people than you expect to come. Somewhere between 10 and 20 guests depending on the space available for the event is usually a good number.

Send Out Invites: Whether it's email, e-vite, or good old-fashioned mail, choose what's easiest for you and your guests.

3 Weeks Out

Plan Your Menu: Decide what yummy treats and drinks you'll serve. Simple snacks like fruit, cheese, and crackers work great, or you can hire a caterer if you prefer.

Follow Up: Check in with anyone who hasn't RSVP'd yet. A call or text can do the trick. If they can't make it, you can still share information about The Second Step with them!

Get Your Supplies: Coordinate with us to make sure you'll have informational materials, donation envelopes, and swag before the night of your event.

1 Week Out

Do Your Shopping: Grab all the food, drinks, serving ware, and decorations you'll need.

Send a Reminder: Update your confirmed guests with parking info and other details.

Check-In: Set up a time to go over the flow of the night with The Second Step staff so we can make sure you have everything you need.

The Day Of

Set Up: Prepare your space, arrange the food and drinks, and make sure there's plenty of room for people to mingle and sit.

Welcome Your Guests: Ask guests to sign in with their name, address, and email so they can stay connected with The Second Step. And don't forget to enjoy the party!

Donations: Guests can donate via check or make a gift on The Second Step's website.

Post-Party

Say Thanks: Send a personalized thank-you note to your guests. The Second Step can provide branded notecards if you'd like.

Let us know how it went: We want to hear about it!

Sample house party agenda

Tailor this to your guests. We're here to help you plan a great event!

6:00 - 6:40 PM: Arrival and Mingling

- Greet guests as they arrive.
- Encourage guests to sign in and provide their contact information.
- Offer drinks and appetizers while guests mingle and get to know each other.

6:40 - 6:45 PM: Welcome and Introduction

- Host welcomes everyone and thanks them for coming.
- Briefly explain the purpose of the event and introduce the speaker from The Second Step.

6:45 - 7:00 PM: Speaker Presentation

- The Second Step representative shares stories and information about our work.
- Highlight specific programs and the impact of donations.

7:00 - 7:15 PM: Q&A Session

- Open the floor for guests to ask questions and engage with the staff member.

7:15 - 7:20PM: The Ask

- Host or staff member explains the fundraising goal and how contributions will be used.
- Provide information on how to donate

7:20 - end: More Mingling and Wrap-Up

- Allow guests to continue mingling and enjoying refreshments.
- Collect donation envelopes and thank guests for their contributions.
- Remind guests to sign in if they haven't already.
- Thank everyone for their support and attendance.
- Encourage guests to stay connected and involved.



Communication Templates



Invitation and thank you template

Tweak this template to include a few specific details about your party, such as whether guests should expect a meal or just snack, and if there is a special guest attending!

Hi [Guest Name],

I hope you're doing well! I'm excited to invite you to a house party I'm hosting to support The Second Step, an organization that supports survivors of domestic violence.

Date: Saturday, August 24th

Time: 7-9 PM

Location: My house

We'll enjoy good company, tasty snacks, and hear inspiring stories from a staff representative. It's a casual get-together for a great cause, and I'd love for you to be there!

Please let me know if you can make it. If you can't attend but still want to support, I can share how you can contribute.

Looking forward to seeing you!

Best,

[Your Name]

P.S. Feel free to bring a friend! The more the merrier.

Hey! Just a quick reminder about the house party for The Second Step next Saturday (Aug 24) at 7 PM. I'm looking forward to seeing you!

My address: [Your Address]

Parking: [Brief parking instructions]

No need to bring anything but yourself!

If you have any questions, just let me know. See you soon!

Hi [Guest Name],

I wanted to take a moment to thank you for attending the house party in support of The Second Step.

It was wonderful to catch up and share such an inspiring cause with you. Thanks in part to your generosity, **we were able to raise [amount]** to support survivors of domestic violence as they rebuild their lives.

Your support means the world to me and to The Second Step. Together, we're making a real difference in our community.

Looking forward to seeing you again soon!

Warmly,

[Your Name]