

# ECOSS House Party Checklist



## Two Months Before

- Select the date for your party (*ECOSS and host*)
- Get a House Party Kit from ECOSS
- Create a guest list (*ECOSS and host*)
- Create a budget and menu (*ECOSS and host*)
- Create a fundraising goal (*ECOSS and host*)

## Four Weeks Before

- Send invitations (print & email) (*ECOSS and host*)
- Begin tracking RSVPs
- Review all the materials in your Event Organizing Kit
- Finalize menu
- Map out party logistics (i.e. if showing DVD, will everyone be able to see? Where will you stand to present?)

## One Week Before

- Review RSVPs and call everyone you haven't heard from (*ECOSS and host*)
- Review menu or confirm with caterer
- Purchase beverages and supplies
- Assign volunteers to replenish food, welcome guests, etc.

## Three Days Before

- Make reminder calls to everyone who plans to attend (*ECOSS and host*)
- Select music

## Day Of Your Event (*ECOSS and host*)

- Prepare beverages and food
- Ask volunteers to arrive 1-2 hours before event to help with preparations and last-minute details
- Setup sign-in table with pens, sign-in sheets and nametags
- Set out ECOSS materials
- Greet guests, take their coats and help them sign in
- Set aside a basket or plate to collect donations
- Have fun!!

## The Presentation

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

## After the Event

- Send thank you letters to attendees (*ECOSS and host*)