



Party Tool Kit



Common Hope
EDUCATING CHILDREN. EMPOWERING FAMILIES™

PARTY TOOL KIT ORDER FORM

Please indicate the quantity of each of the following support materials you would like us to send to you for your party.

General Party Supplies

- Blank nametags
- Donation envelopes (for guests' contributions)
- General Brochures
- Gift Catalogs
- Newsletters
- Note Cards for handwritten invitations
- Telling Common Hope's Story (talking points document)
- DVD of videos
 - Photo montage set to music
 - A day in the life of a student
 - You Can Make it Possible
 - Walter Burgos Story
 - Education Vignette
 - Housing Vignette
 - Health Care Vignette

Sponsorship Materials

- Sponsorship Brochures
 - Photos of students needing sponsorship
- OR-**
- I will have a computer available for online sponsorship

Name: _____

Address: _____

City, State, Zip: _____

Phone: _____

Email: _____

Date of Party: _____

Theme/Type of Party: _____

- I am interested in having a Common Hope representative make a presentation at my party. Please contact me.

Mail or Fax your request to:

Common Hope
PO Box 14298
St. Paul, Minnesota 55114

Fax: (651) 917-7458

Attention: Mary Gautschi

Email: maryg@us.commonhope.org

Tips for Hosting a Party to Benefit Common Hope

While you've probably planned and hosted plenty of parties in your days, we encourage you to consider the following tips. We hope you find these ideas helpful. The great part is that each host creates the party to his/her own likes and comfort level... so, we'll have all sorts of unique parties happening all over the country.

BEFORE SENDING OUT INVITATIONS:

1. Determine the location and size of your party. Consider locations such as your home, church, country club, park pavilion, or workplace. If you want to show our videos, confirm that the location has DVD/TV equipment or laptop and projector available and will it work properly in this space. How many will you invite considering the space?
2. Make your guest list, including:
 - People new to Common Hope (neighbors, co-workers, relatives, church friends, bible study group, book club)
 - Current Common Hope supporters (perhaps join together to host the party)
 - Encourage everyone to bring a friend
3. Select the date/time of party.
4. Determine the theme/menu
 - A cocktail party
 - Dinner party
 - Wine & desserts
 - Sunday brunch
 - BBQ
 - Throw a birthday party for yourself
 - A Guatemalan theme
 - (visit Guatemalan chef & supporter **Amalia Damgaard** at www.cookparty.com for ideas, recipes, or to hire her to customize your party.)
5. Consider matching your guests' donations or their first year sponsor gifts
6. Prior to your party, contact the Development staff at Common Hope to discuss the funding needs and tailor your evening's goal accordingly.
7. Set a goal for the evening. For example, we hope to raise \$2,500 to support Common Hope's education programs. Or, Common Hope has hundreds of children waiting for Sponsors and we hope to get 10 new Sponsors here tonight. A donation is not required, but likely your guests will be inspired by your stories and Common Hope's work that they'll want to help.
8. Call any key guests to make sure that they are available at the date/time you selected. Ask for their commitment to attend.

START INVITING:

1. Send out the invitations at least three weeks before the date of the party. A few sample invitations are provided to use as a guide – if you want our official Common Hope logo to include on your invitation, please inquire with Development staff. It's important to be clear of the party's intent – that it is a benefit party. Consider including our General Brochure so they have some information about the organization in advance. Also, you may want to invite people to send you a donation if they are not able to attend.
2. Wait a week and then call everyone you invited to extend a more personal invitation and/or confirm their attendance.

PREPARE FOR THE PARTY:

- Verify that you have adequate Common Hope materials to pass out or have available for your guests, including brochures and envelopes.
- Prepare your presentation about Common Hope (see "Suggested Presentation" and inquire about available Common Hope videos). Think of the personal stories you want to share.
- Prepare or order food and beverages.
- Prepare name tags, photos, and Guatemalan décor if you own any.

AFTER THE PARTY:

- Send personal notes or make calls to those who attended/gave gifts. Please contact Common Hope's Development staff to report on how the party went and to discuss how to maintain guests' longer-term involvement.
- Provide a list of people who attended so Common Hope can acknowledge the gifts for tax purposes. We do not share names and addresses with any other organizations.

Suggested Presentation for Your Party

You probably have lots of stories and photographs to share at your party. Maybe you're not sure how to share it all, or what to share. This is intended to help you organize your presentation and make the most of the limited time you'll have with your guests. We encourage you to include the following components at your party, in one way or another.

PRESENTATION (10-20 MINUTES):

- Welcome your guests. You know the words of welcome most appropriate for your group, but include something to make them understand why you've invited them to this type of party. For example,

I'm so happy you all could make it today/tonight. When I first learned about Common Hope 5 years ago and as I further and deepen my involvement with the organization and the people, I become more motivated to tell others about the children and families in Guatemala and their needs. When I think of people who might want to join me in helping bring opportunities to the people of Guatemala, I think of each of you.

- Tell a story about your experience with Common Hope. This can be a story about your visit to Guatemala, a child or family you have met, the child you may sponsor, etc. . . . Make the work of Common Hope personal to you. Explain your own involvement with Common Hope and why you are supporting its work.
- Describe the need in Guatemala and explain Common Hope's work, approach, philosophy and successes. This can be done through our "talking points" (Telling Common Hope's Story), DVD and/or your own photographs. Pictures help to bring the work of Common Hope to life! Our DVD with vignettes describing our programs in education, health care, and housing can supplement the explanation of Common Hope's work and be accompanied by personal stories/experiences. If a Common Hope staff or board member is present they can do this section if you prefer.

Q & A (ALLOW 10-20 MINUTES):

- To get the ball rolling, you can have someone prepared to ask the first question
- Be prepared to answer the basic questions, but do not hesitate to tell people if you don't know the answer to their questions. People are very understanding. (Then, ask Common Hope to help you answer the questions so you can follow-up with those interested.)
- Invite guests to visit our website, www.commonhope.org, and to visit us in Guatemala.

INVITE GUESTS TO CONSIDER JOINING YOU IN SUPPORTING COMMON HOPE'S WORK:

- A donation certainly isn't a requirement, but if your guests are inspired by the stories and Common Hope's work and decide they want to help, sharing a gift, or signing up to sponsor a child, or becoming a Common Hope Partner is a perfect way to get involved right away.
- Encourage them to experience Guatemala by joining a Vision Team (See the trip calendar on our website with available openings)
- Volunteer at the St. Paul office or as a short-term volunteer in Guatemala
- Collect supplies that we can then ship to Guatemala (See our need of the month list on our website)

Possible Party Schedules

It's completely up to you to determine the type of party as well as the length and flow. You know your guests best. However, here are a few possible schedules for you to consider.

FOR AN EVENING WINE AND DESSERT PARTY:

6:30 – 7:00	Guests arrive, enjoy a glass of wine and mingle about. Materials about Common Hope are available to guests, and photos displayed around the house.
7:00 – 7:15	Presentation on Common Hope
7:15 – 7:25	Q&A
7:25 – 7:30	Invite guests to support Common Hope's work
7:30 – 9:00	Dessert and Coffee

FOR A WEEKEND BRUNCH:

10:30 – 11:00	Guests arrive, have beverages and mingle about. Materials about Common Hope are available to guests, and photos displayed around the house.
11:00 – 11:30	Brunch
11:30 – 11:45	Presentation on Common Hope
11:45 – 12:00	Q&A
12:00 – 12:10	Invite guests to support Common Hope's work
12:10 – 12:30	Dessert

Create Your Invitation

For the front select one of these three photos. They can be downloaded from www.commonhope.org/youcanhelp/partytoolkit.htm



If handwriting invitations are more your style you may order preprinted note cards for 50¢ each through the Common Hope office. (see order form)

If email is the easiest way for you to communicate, create an invitation at Evite's website www.evite.com

Printing a 5x7 card with color on one side will cost approximately \$1.40 at Kinko's or Office Max. Cutting them is an extra charge. Format two 4x6 cards on a page to cut your cost in half.

Sample Invitation Wording

Join Our Party

Please come to a party benefiting Common Hope

Common Hope is a non-profit organization that provides impoverished families in Guatemala with hope and opportunity for a better life.

We traveled to Guatemala in January 2009 and witnessed Common Hope's work first-hand. We were extraordinarily impressed and moved by Common Hope's comprehensive efforts to address poverty in a developing country – providing education, health care, housing, and family & community development to children and families - while respecting human dignity and independence. Now we want to introduce you to this incredible organization. We hope you will join us in learning more about their work and how you can help make a difference!

**Thursday, November 5th
7:00 pm**

Dessert Buffet

Our home, 1234 Lake Drive, Chicago (map enclosed)

Please RSVP to Betty or Tom at 651-910-0000 by October 25 – and feel free to bring others who might be interested.

If you share our vision and catch our enthusiasm for Common Hope's work, we hope that you will decide to join us in supporting their efforts in some way. If you can not be with us, please consider a making a gift – we are happy to receive these gifts and deliver them to Common Hope.

Enclosed is a brochure that tells more about Common Hope and what we all can do to help. Or visit their website at www.commonhope.org.

You Are Invited

Party With a Purpose to Benefit Common Hope

Wine and Cheese Party

**Saturday, February 5th
4:30-6:00 pm**

Sue and John Jones
3600 Vine Rd
Atlanta, GA 30342
Regrets only 401-200-5891

Come and learn about how Common Hope is helping children and families in Guatemala and how you can help!

Brief presentation by Common Hope staff at 5:00pm

