

## **Congratulations on beginning the process of hosting a house party/community gathering!**

While we all know how important coming together as a community is, it is often difficult to know exactly where to start and how to ensure our elected officials hear our voices. Our goal for this campaign is to guide you through bringing your friends and neighbors together to collect data on the issues that matter most to you and your community. Ultimately, we plan to present all this information to our representatives in an easily digestible format so they know exactly what our community needs from them.

House parties are an excellent opportunity to bring together family, friends, and neighbors who share your values. They are educational and fun. If you have never hosted before, THAT'S OK! GALEO organizers are here to support you. Here are some tips to have a fantastic house party:

### **Where should I start?**

To begin with, you just need to make some decisions:

- Where is your party/gathering happening? (Good places for parties/gatherings are homes, churches, or community centers)
- When is your party happening? (What dates and times work best for you and the people you plan to invite? Is there a time and place when your community is already gathered, after a church service or sporting event, for example?)
- Will your party/gathering be open to the public? If not, no worries; we can create an RSVP link for your guests only. However, if you'd like it to be public, we will post it to our website so that community members in the area can RSVP.
- How many guests can your space reasonably accommodate? How many do you already have in mind? Do you need help reaching out to them?
- What does the parking situation look like for guests?
- Are you Spanish/English bilingual, or will you require assistance interpreting?

Now that you've made those preliminary decisions, it is time to take care of some

### **Pre-party preparations.**

- Get in touch with us through our "Sign up to host a house party!" sign up page for your pre-party interview. We can help walk you through the process and answer any questions you may have.
- Have those coming RSVP online to get an accurate headcount. (This also ensures that the RSVP link closes once you've reached maximum capacity)
- If possible, change your WiFi password to "Comunidad." This way, guests can access the internet and complete the survey online while maintaining your original password secure. If you need technical assistance feel free to ask your community organizer and they will be happy to help.
- Make sure to change it back after your party/gathering! \*TIP: It's a good idea to print and hang a sheet of paper with the WiFi network name and password somewhere in plain view so that you don't have to keep reminding guests which network is yours. If you do not have access to a printer, a handwritten note is fine!

## During Your Party

- Ask your guests to sign in when they arrive with their email, phone number, and names.
- If there are people who don't know each other, introduce them and offer name tags.
- Let guests know where the restrooms are located.
- Take photos throughout the event and share them with your community organizer. You might see your guests on our social media!
- Have light snacks and drinks for everyone; Encourage guests to grab refreshments before you start, and remind everyone to sign in if they still need to. There is usually someone who forgets!
- Give everyone five to ten minutes to socialize and settle in. \*TIP: Depending on the size of the group and the relationship dynamics between guests, an icebreaker may help serve as a social lubricant.
- Once everyone has settled in, start with an introduction. Explain the importance of coming together to uplift our voices and their participation in the survey. Encourage them to be civically engaged and get their friends to complete the survey. Direct them to these resources if they mention being interested in hosting a house party.
- Give out the link or the QR code for the survey and have everyone complete it. Note any questions, doubts, and or concerns that are brought up. These can be shared with us during your post-party debrief with our community organizer, and can serve as catalysts for future projects or campaigns that GALEO can take on.
- Thank your guests for attending. Encourage them to follow us on social media at (Insert GALEO handles) to stay civically engaged and be in the loop about any organizing efforts or events we host.

## After your party

- Thank your guests again via email, phone call, or text. See who from the group is willing to host next (NOTE to the team: We could do this part in-house and be in touch with community members so that they experience us reaching out to them)
- Reach out to your organizer for a post-party debrief.
- Have the host email any photos taken during the party
- Remember to change your WiFi password again to protect your network, especially if you opened invitations to general community members. If you need technical assistance feel free to ask your community organizer and they will be happy to help.

## Sample Agenda:

- 5 min.           Guests arrive, sign in with their email, phone number, and names, and grab refreshments.
- 10-15 min.      Host welcomes everyone, invites them to indulge in refreshments and leads an ice breaker. Ten or more minutes can be allotted to socializing, enjoying snacks, and networking.
- 5 min.           Host takes the mic and discusses the importance of coming together as a community and participating in the survey.

- 10-15 min. Guests complete the survey and note any questions, doubts, and concerns.
- 10-15 min. Host leads community discussion about the survey and about issues that community members want to underscore as important to them. The host or someone else should take notes at this point to collect all of this qualitative information.
- 5 min. Host thanks guests for attending, encourages them to stay civically engaged, and directs them to GALEO's social media handles. Guests are then free to leave as they are comfortable.
- NOTE: Time frames are general suggestions. Please allow as much time for people to complete the survey as necessary and encourage discussion as long as it is productive.

**Sample Materials List:**

- WiFi network name and password sheet (x2)
- Name tags (optional; recommended for parties open to the public)
- Refreshments (snacks and drinks)
- Survey link or QR code (Collect from community organizer)
- Paper copies of survey (Collect from community organizer)
- Pen and paper to take notes on any questions, doubts, and concerns