

**H O U S E**

**P A R T Y**

**K I T**

**Drinks. Snacks.  
Food for thought.**



**Garment Worker Center  
1250 S. Los Angeles St. #213  
Los Angeles CA 90015  
213-748-5866  
[www.garmentworkercenter.org](http://www.garmentworkercenter.org)**

# HOUSE PARTY KIT

Thank you for offering to help the Garment Worker Center (GWC) with a house party. We rely heavily on our community supporters and house parties help to provide a way to outreach to new potential contacts. Parties are a fun and relaxing space to bring friends and family together. House parties can be as cozy as just 10 people in a living room or as large as 50 people at an outside barbeque. We appreciate your time and look forward to working together!

## What is the goal of a House Party?

- ◆ Educate more people about the problem of sweatshops in Los Angeles and what we can do to stop them.
- ◆ Help broaden the network of supporters for the GWC and garment worker campaigns.
- ◆ Have fun and get to know new people!

## How do I get involved?

The best way to get involved is to HOST or CO-SPONSOR a house party. As a host or co-sponsor, you endorse the work of the GWC and invite your personal friends and family to the party. You may also make your own party, birthday or anniversary, into the house party and collect donations for the GWC in lieu of presents.

## How long does it take to plan a house party?

A good time frame for planning and having the party is about a month. But there have been successful parties that were organized in as little as two weeks.

In this packet, we will explain the steps to prepare for the house party. Please let us know if you have other questions or suggestions to improve this kit.

So let's get started....

## What am I responsible for?

### HOST:

- ✓ offers their home or workspace for the party. Parties can be in the backyard, office meeting space or in the house.
- ✓ sends out invitations to friends, co-workers and family who they think will support the GWC.
- ✓ organizes the food and drink with the help of the co-sponsors and staff of the GWC.
- ✓ finds volunteers to provide childcare and to help greet people to the party.
- ✓ Keeps RSVP list to know how much food to have on hand.

### CO-SPONSOR:

- ✓ sends out the invitations to their own personal contacts.
- ✓ brings food or drinks.
- ✓ comes to help set up and clean up the party space.
- ✓ welcomes people at the party.
- ✓ helps with any logistics for the party.

## What will the GWC do?

- ✓ helps to figure out the plan for organizing the party.
- ✓ reviews the party checklist.
- ✓ helps to mail out the invitations if needed.
- ✓ brings speakers for the program (bring video and materials)
- ✓ staffs the registration table
- ✓ recruits volunteers.
- ✓ brings informational materials, photos, and registration table materials.
- ✓ bring fair trade items, t-shirts and tote bags to sell at the event.

# C H E C K L I S T

- ✦ Get co-sponsors.
- ✦ Set date and time for party.
- ✦ Create invitation, directions, RSVP slip and parking plan
- ✦ Gather contact lists from host and co-sponsors, Should send out 20-30 invites to get 10-12 people.
- ✦ 3-4 weeks before – have mailing party
  - send out invitations regular mail
  - include information material, parking info and rsvp slip
- ✦ email out invitations
  - have electronic versions of mail packet
- ✦ 2 weeks before
  - send out email reminders
  - make calls to those who have not rsvp'd
- ✦ plan food and drinks
- ✦ recruit childcare volunteers
- ✦ set party agenda
  - program and speakers
- ✦ 1 week before – send out press advisory or send to local community calendars
- ✦ 1 week before
  - keep calling those who have not rsvp'd
  - reminder calls to those that were uncertain

# ■ INVITATIONS ■ ■

- ✦ Make sure to include date and time
- ✦ If childcare will be provided, make sure to include that on the invite.
- ✦ Include Address and directions
- ✦ Parking information
  
- ✦ Indicate that it is a fundraiser – ask people to bring a checkbook or put a suggested donation amount on the invitation.
  
- ✦ Include a RSVP slip or phone number to call
  
- ✦ Include way for people to donate even if they cannot come to the party – GWC will provide donation envelopes
  
- ✦ Email is a great easy way to invite folks- but also easy way for people to just delete without reading the invite- so do emails in addition to mailed invites. If you know your friends are mostly email types- then evite is a good way to have an rsvp list and will send a reminder to your friends.
  
- ✦ Include informational flier – GWC will provide a short description of our work and the problem we are trying to address.
  
- ✦ Include donation envelope – GWC will provide

# SAMPLE PROGRAM

3-5pm

3:00- 3:30 Guests arrive, sign in and mingle

3:45 pm Program begins

- ★ Welcome by the host and co-sponsors (2 minutes)
- ★ Background on the Garment Worker Center (2 minutes)
- ★ Watch video (8 minutes)
- ★ Worker speaks or Staff presents current campaign work (3 minutes)
  
- ★ Question and Answer period (5 minutes)
  
- ★ Host or designated person does pitch for donations. (5 minutes)
  - Explain how donations are used.
  - Explain ways that people can donate (checks, credit card)
- ★ Pass out donation envelopes or baskets.
  
- ★ Thank you's and announcements.

4:20pm- end program

4:30-5pm Talk to individuals and thank guests for coming.

# ■ INVITATION ■ LIST ■

When you have decided how many people you want for the party then you need to invite about double that amount. So let's say you want to have about 15 -20 people at the party, then you need to invite about 30-40 people. That may sound like a lot of people but consider that you have co-sponsors and each of them will invite people. If you have 3 co-sponsors then that's only 10-15 people each.

If we think about the people around us every day, there are lots of potential people to invite:

- ★ Co-workers – think of people you eat lunch with or have spent a little time with, this can be an opportunity to hang out with co-workers outside of work and develop better relationships
- ★ Friends & Old friends – a great way to see friends you have not had time to connect with. Also a way to introduce friends to new friends!
- ★ Family – invite parents, aunts, uncles, cousins, siblings, grandparents. Ask your partner or roommates to invite their family and friends too.
- ★ Contacts from work and personal acquaintances. Bring out the rolodex and see if there are people you have not seen in awhile that might enjoy coming to the house party.
- ★ Use invite lists from previous parties such as birthdays, anniversaries, weddings, family gatherings, and reunions.

# F O O D ■ A N D ■ D R I N K ■ I D E A S ■ ■

You do not need to plan a huge meal. Of course, if you love to cook and want to prepare food that's great. But if you are pressed for time and would rather buy snacks, that's okay. You can also do a potluck with your co-sponsors or coordinate different people bringing appetizers, drinks and snacks. Some easy food ideas:

- ★ Cheese and crackers
- ★ Seasonal Fruit
- ★ Veggie sticks and dips
- ★ Chips and salsa
- ★ Cookies and cupcakes
- ★ Cake

Finger foods such as:

- ★ Empanadas
- ★ Sushi
- ★ Lumpia
- ★ Spring rolls

Drinks:

- ★ Wine and beer
- ★ Juice
- ★ Water
- ★ Coffee
- ★ Tea

Sample invite- top half is the inside of the card and invite would be printed with house on front cover...

Help support the fight against sweatshops. Los Angeles has the biggest garment manufacturing industry in the United States, with over 90,000 garment workers and 4,000 factories. But 2 out of every 3 garment factories in Los Angeles violate wage and hour laws and 3 out of every 4 violate health and safety regulations. Los Angeles garment workers only make \$3.28 an hour! Come learn more about how your clothes are made and how you can support workers.



Hosted by:  
Victor Narro  
Cynthia Anderson-Baker

When: Sunday October 1, 2006  
2 - 4pm  
Where: 123 Smith Road  
Los Angeles CA 90000

Suggested donation \$25

Childcare provided. Please RSVP to: 213-748-5866.



*Bring friends, family  
and your checkbook...*



Drinks, snacks and food  
for thought.

*You are invited to a special  
House Party*



to benefit the  
Garment Worker Center