



Thank you for your interest in hosting a house party for the ACLU of Minnesota!

### **WHAT IS A HOUSE PARTY?**

A house party is a social event and a fundraising event. As a host, your goal is to plan a fun event to educate people about the work of the ACLU-MN and to encourage people to donate toward our mission.

The ACLU-MN office will provide materials for the event, including: constitutions, Know Your Rights cards, newsletters, buttons, pens, and donation envelopes. We encourage hosts to (briefly) speak at the party and sharing information about the ACLU-MN and why you support our work in Minnesota. In some cases, a staff member of the ACLU-MN may also be able to come to speak and answer questions.

### **HOSTING A HOUSE PARTY IN 10 STEPS**

**Step 1:** Decide whether to host alone or with a co-host.

**Step 2:** Plan the details of the party. Will you provide food or drinks? Have a potluck? A movie night? Will there be decorations? As you plan, remember that the three goals of the event are to: (1) Have a fun social event; (2) Inform people about the work of ACLU-MN; and (3) Encourage people to donate to the ACLU. With those goals in mind, the event can be as elaborate or as simple as you want. The most important thing is to bring people together to learn about and support civil liberties in Minnesota.

*Refreshments* – If you decide to provide refreshments, consider asking local businesses if they would be willing to donate any items. You'd be surprised how many businesses welcome the opportunity to give back to the community.

*Venue* – Not everyone may feel comfortable or able to host out of their home. That's okay! Libraries and community centers often have free meeting spaces. You can also ask schools, places of worship, or friendly businesses for free or low-cost space.

**Step 3:** Set a date and time. Always try to plan **at least three weeks out**.

**Step 4:** Create an attendee list and invite people! As a general rule, you can expect 1/3 of the people you invite to actually attend, so be generous with your invites. Reach out to family, friends, neighbors, coworkers, people from social groups, clubs, teams, and places of worship.

**Step 5:** Once you have an approximate idea of the number of people attending, request educational materials from the ACLU-MN using [this online form](#). Be sure to request materials **AT LEAST one week in advance of the event**. You can also use this

form to request a speaker from the ACLU-MN for your event. We will follow up with you to discuss whether a staff member is able to attend.

**Step 6:** Plan informal remarks for the evening. Be sure to welcome your guests, talk briefly about the work of ACLU-MN (the newsletter and website are a good resource for talking points), and give a few reasons why the ACLU is important to you personally.

**Step 7:** Do a reminder call the week before the event and the day before. If people can't come, encourage them to make a financial contribution. You can drop off any donation checks to our Saint Paul office or they can contribute directly [online](#).

**Step 8:** Review the FAQ sheet, newsletter, and other educational materials to familiarize yourself with them before the event. If you have questions, feel free to call or email [Molly Miller](#).

**Step 9:** Party time! Be sure to have a table or counter for educational materials, giveaways, and a donation box. Consider setting up a laptop with our [online giving form](#) so people can schedule donations on-site.

**Step 10:** After the party, mail or deliver any checks you received at the event to our Saint Paul office. We would also love for you to share any stories or photos from the night with us. You can tag us directly on social media (@ACLUMN) or email our communications associate, [Aliya Khan](#).

We encourage you to take initiative and make this event your own!

Questions?

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