



## PARTY PLANNING GUIDE

Below are **ten easy steps** to organizing a fun and successful Green-Pink Party. Use this as a guide and feel free to make changes based on what will work best for you and your event.

### Party Planning (3-4 weeks ahead of time)

#### 1. Familiarize Yourself with the Green-Pink Party Kit

Remember that if you have any questions about the kit, [contact us](#).

- **Educate Yourself.** By watching the 10-minute DVDs, "[Finding Balance](#)" and "[Love, Labor, Loss](#)," and reading the [Fact-sheets](#) and [Discussion Guide](#), you will better understand the connections among women's rights, global health and the environment, and inspire others to get involved.

#### 2. Find a Partner or Assemble a Team

Generally, the more people involved in party-planning, the more successful it will be.

- **Approach organizations or other individuals.** Explain that you would like for them to help you plan, promote and/or sponsor this event, and be sure to highlight how your Green-Pink Party supports their interests. Use our "[Tips for Approaching Local Businesses for Donations](#)" resource for more information on organizing a larger event.
- *Students: Approach relevant clubs or faculty advisors about co-sponsorship of the party (e.g. environmental clubs, human rights groups). Also, speak to professors about receiving extra credit for hosting or attending the party (e.g. gender studies, global issues, environmental/social sciences professors).*

#### 3. Determine Your Party Date, Time and Location

Once you've set a date, time and location for your party, [contact us](#) to let us know.

- *Tip: The event can be held almost anywhere — in your home, in a community center, or in a classroom—but make sure to check on their rules for fundraising ahead of time, and also that a DVD player and TV or a computer and projector will work in your location.*

#### 4. Send Invitations

Make sure to personally invite as many people as you can in-person or by phone. Mailed invitations and/or e-mails are helpful to spread the word and confirm your guest list.

- **Set a recommended donation.** Consider your resources, partners and location and determine the number of people you'd like to have at your event. Then divide your goal (we suggest \$300 since it is the average amount needed for one woman's fistula repair surgery) by the number of guests (e.g. for 30 people to raise \$300 they each could give \$10), to set a recommended donation for each guest. Goal-setting keeps everyone on track!
- **Invite people.** [E-cards](#) are available on our website or you can request [invitations](#) with envelopes by [contacting us](#) directly. If you would like to have 30 people at your party we recommend that you send 60 invitations.
- *Tip: One way to think of fundraising is as an opportunity. By asking others to join you in making a donation, you provide them with the opportunity to feel good about the difference they are making. Remember, your comfort in asking others to give will affect how they feel about donating.*
- *Note: Gifts can be made by cash, check or credit card. Cash gifts will need to be converted to check or mail order before mailing to One By One and must include a donation form if the donor would like to receive a thank you letter and tax receipt.*



# Green-Pink Party Kit

Uniting to Protect Women and the Environment



## Party Prep (1-2 weeks before)

### 5. Publicize and Promote

By promoting your party, especially if you are able to garner a media hit through this event, you will educate many more people about the issues than just those who are able to attend.

- **Post flyers.** If your event will be open to the public, ask volunteers to help you hand out or post [flyers](#) in visible community areas. Don't forget to include your contact information so that people can ask questions and get directions.
- **Note:** *Please do not reproduce any materials without the Green-Pink logo attached.*
- **Contact local media.** Whether your event is public or not, local media may send a journalist to cover your event. It's also worthwhile to send photos and a summary of your event to local media after your party. Check out our [media resources](#) for more information.
- **Students:** *Two great ways to publicize your party include "tabling" (reserving a table in a high-traffic area and passing out flyers and [green & pink candy and/or condoms](#)) and "chalking" (promoting your event in [green & pink chalk](#) on campus sidewalks.) Please [contact us](#) to request these materials.*

### 6. Final Preparation

These last-minute steps will help ensure your party runs smoothly.

- **Confirm your guest list.** By reconfirming attendance, you'll have a better sense of how many chairs, how much food and how many event materials you'll need.
- **Make sure your equipment works.** Check that the [DVDs](#) work in your player, and [call us](#) right away if you need new ones. Download the [sign-in sheet](#) and [donation forms](#) and print enough for each of your guests. Make sure you have enough pens, [fact-sheets](#), and chairs for your guests. Don't forget to bring an envelope to collect donations.
- **Plan the food and beverages.** Feeding your guests gives a chance for social time and will ensure they're not distracted from your message by grumbling stomachs! Green-and-pink-themed snacks are a fun touch. [Contact us](#) for samples of [green tea and pink lemonade](#).
- **Bring your camera.** Please send us pictures of your party, and with your permission, we'll post them and your stories on our [website](#) to inspire others to take action.

## Party Follow-Up (the week after your party)

### 7. Mail Donations to One By One

Download the [mail-in form](#) to prepare donations for mailing within 7 days of your event. This will ensure that your guests receive their thank you letters and tax receipts in a timely fashion.

### 8. Give Us Your Feedback

Your responses to the evaluation questions on the mail-in form help us document the success of your party, and improve on the kit materials. Please [contact us](#)— we'd love to hear from you!

### 9. Send Thank-You Cards

Mail or email [thank-you cards](#) to your guests and supporters soon after your event. Visit our website for ready-to-send [e-cards](#), or [contact us](#) to request thank-you cards that you can mail.

### 10. Empower Your Guests to Act

By raising funds on behalf of women with fistula, you and your guests are taking meaningful action to affect change. We also hope that your party will inspire others. Encourage your guests to take the next step by providing action items such as writing a letter to a decision-maker or hosting their own Green-Pink party. [Contact us](#) for [information on current legislation](#) related to women's rights and the environment.