

DEMOCRATIC HOUSE PARTIES

Building the Party from the Grassroots!

Why host a Democratic House Party?

The purpose of a Democratic House Party is to help build the Party one neighbor at a time. House Parties help Democrats recruit Precinct Committee People (PCs), neighborhood and block captains, and other volunteers – and generally get local Democrats excited about and active in the Party!

Goal for your Democratic House Party

The primary goal for hosting a 2005 Democratic House Party is to get other Democrats and like-minded folks in your neighborhood active and involved in building the Party. As a Democratic PC/Activist, you greatly increase your ability to help Democrats win office by increasing the number of people in your neighborhood who get involved. You can also set a secondary goal of raising funds for your local or State Democratic Party. But these parties are more about connecting than fundraising.

Getting more people involved does not require spending a lot of money or hosting a fancy event. Remember, people already care about the issues, and want to be involved. All you have to do is give them the opportunity to meet others who share their interest in the Democratic Party. Opening up your home is great way to do this. You can also host a party at your Local Park or community center, if you'd prefer. For that matter, a "party" in your home can be very easy and inexpensive. Invite local Democrats over for a Coffee! The point is to get your neighbors together.

Attendance

Who should I invite to my House Party?

Start with your friends, family and neighbors, perhaps your colleagues from work. But you don't need to stop there. Reach out to other people in your neighborhood whom you may not know yet, but who have volunteered for the Democratic Party in the past. Your District or County Chair has a list of these people. You can also reach out further by inviting Democrats in your neighborhood who always vote – again, your Chair or local Democratic HQ has a list of these people, too.

A successful House Party does not need to be large. Getting 10 or 15 people together from your neighborhood, all for the purpose of discussing politics and signing up to get active in the Party, is a huge success! Certainly, you are welcome to host a larger House Party. The sky's the limit.

Feel free to invite local Democratic Officeholders or Candidates to your party, as well as your county or district Democratic Party leaders, such as your Democratic Chair. They are more than happy to come speak for a few minutes about who they are and what they stand for. And having their names on the Invitation will encourage others to attend as well!

We can help you send out email invitations and generally promote your event, through our online Event Center. Simply go to www.azdem.org and click on the “Event Center” icon on the left-hand side. In just a few easy steps, you'll be able to post your event on our website and invite people to it. This system will track RSVPs for you, and will make your Party visible to other Democrats in the area who may wish to attend! Of course, you are also welcome to send out paper invitations through the mail.

Be sure to *follow up* with those who RSVP to remind them as the date approaches. This will help ensure a strong attendance.

Planning Timeline

6 Weeks to Go:

- Set your attendance (and fundraising*) goals. Again, 10-15 people is great. Twenty or more is fantastic! Keep in mind that you always need to invite more than you expect to attend.
- Build a list of people you would like to invite (if you need more names of local Democrats, consult your county or district chairperson)
- If this list is long, invite friends to be your co-hosts to share the responsibilities
- If you are inviting elected officials, county/district chairs or other speakers to attend, this is the time to invite them.
- Invite local Precinct Committeepeople from your precinct as well.

5 Weeks to Go:

- Follow-up with the leaders you invited to confirm their attendance.

4 Weeks to Go:

- Time to send out/email invitations (You may want to ask guests to RSVP two weeks prior to the event; for some people, one week may suffice)

2 Weeks to Go:

- RSVPs will continue to come in throughout this week
- Talk to your County Party about any literature, stickers and/or buttons that may be available to hand out at your party
- If your County Party has donation envelopes, obtain a stack

1 Week to Go:

- Call people who sent an RSVP. Confirm that they will be attending. This would also be an excellent time to inform them of any updated information regarding your party.
- For bonus points, call the folks who have not RSVP'ed and ask them if they'd like to come. You may find two or three procrastinators who really do want to attend and get involved!

3-4 Days to Go:

- Purchase food and drinks for your event. This will be close enough to the event to know your likely attendance. (Don't knock yourself out. Simple finger-foods and simple refreshments are all you need!)
- Prepare copies of sign-in sheets; copies of fundraising forms/envelopes, name tags, literature, buttons, stickers, etc
- Make sure you have the DVD/VHS if you plan to show one
- Finalize Agenda for the Party

** If you are going to do fundraising at your House Party, set the goal of 100% participation – everybody gives something. Alternately, you can set a \$\$ amount and encourage the group to reach it together. In both cases, be sure to notify your guests in the invitation that you will be encouraging them to donate to the County and/or State Party at your Democratic House Party. The invite should include information regarding where they can send their contributions if they cannot attend but would like to contribute.*

Day of the House Party

Food and Beverage

Simple finger-foods and simple refreshments are all you need!

Setting up your Home for the Party

Be sure you can accommodate the number of people you are expecting to attend. In addition, be sure to plan an area for speakers that will make it easy for all to hear. Finally, plan on having a sign-in table (where people can also make donations), a food table, and a literature/information table.

Other Important Notes for the Day of the Party

A successful house party is one where people are meeting one another and having a good time. Be sure that you (and your co-hosts) are actively mingling with the more unfamiliar faces in the crowd and that these people are being introduced to others. Also, be sure to have someone at the sign-in table to welcome your guests and encourage them to sign in and make a name tag.

Enjoy yourself! You've earned it!

Sample House Party Agenda

5:00 PM – Co-hosts arrive to assist you with set-up

- Food, sign-in table, etc. in place

6:00 PM – Guests arrive; mingle and nosh

6:30 PM – Welcoming Comments from you, the Host(s)

- Short Speech by State Legislator, County Chair, etc. (if applicable)
- Show a short Democratic Video to set the tone for discussion (optional)

6:45 PM – Discussion about the key issues around which to Organize

7:15 PM – **Discussion about how to Organize the Neighborhood** – Reaching out to other Democrats and Independents/Non-Party Affiliated Voters in the neighborhood to bring them in

- PASS AROUND A SIGN UP SHEET FOR SPECIFIC ORGANIZING ACTIVITIES (You can use the House Party Sign-In Sheet)

7:45 PM – Mingling, noshing

8:00 PM – Guests go home. Congratulations on a great House Party!

Following the event

- Be sure to send your donations to the county or state party with the appropriate forms, ASAP
- Thank your Co-Hosts and any Guest Speakers
- Thank your guests for attending and **follow up with them regarding which organizing activities they've signed up to do**. Get them in touch with your District or County Chair, and help them get active!

GUIDELINES FOR RAISING FUNDS

We need your cooperation in ensuring compliance with FEC regulations. So please take a moment to read the following simple fundraising guidelines:

Contribution Limitations

- Do not accept cash donations. Check or credit card O.K.
- Only U.S. Citizen's may contribute.
- A person cannot make a contribution in the name of another, and any contribution where the donor is reimbursed in any form for making a contribution either before or after making a contribution is prohibited. No one may use another individual's credit card to make a contribution in their own name. A person may use only their individual credit card for which they have a personal legal obligation to pay.
- Do not accept anonymous donations.

Checks & Credit Cards:

- Please send all checks you receive directly to the Arizona Democratic Party, 2910 N Central Avenue, Phoenix, AZ 85012-9993. Please ensure all donors fill out a contribution form, and send it along with their donation.
- Please ask guests wishing to contribute by credit card to do so by filling out a contribution form.

Where Your Fund-Raising Dollars Will Go

Money raised through Arizona Democratic House Parties will be used for the Arizona Democratic Party's (ADP) statewide Get Out The Vote effort. That means funding for the critical Vote by Mail/Early Voting program and Election Day pull of Democratic voters. The ADP will use direct mail, phones and door-to-door canvassing to turn out a winning margin in all statewide and federal elections.





Arizona Democratic Party – House Party Donation Form

2910 N. Central Avenue Phoenix, AZ 85012-9993 (602) 298-4200 www.azdem.org

Name: _____

Address: _____

City / State / Zip: _____

Phone: _____ Fax _____

E-mail Address: _____

Employer: _____

Occupation: _____

Please make checks payable to **AZ Democratic Party** or complete credit card information below. ADP accepts Visa, MasterCard, and American Express

Amount \$ _____

Credit Card Type: _____

Expiration Date: ____/____/____

Card

Number: _____

Signature: _____

Contributions are not tax deductible for federal income tax purposes.

Paid for by the **Arizona Democratic Party**; Carter Olson Treasurer. Your contribution will be used in connection with federal elections and is subject to the limitations and prohibitions of the Federal Elections Campaign Act. Federal law requires us to request and report the name, address, occupation and name of employer of individuals whose contributions exceed \$200 per calendar year.

2910 N Central Ave. – Phoenix, AZ 85012 * (602) 298-4200 * www.azdem.org

Not authorized by any candidate or candidate committee.

