

SUPPORT WHAT YOU LOVE

## House Party Planning Kit

Here's the lowdown on what goes into throwing a great house party for B-Word



### What is a house party?

House parties are informal fundraisers organized by supporters who want to help sustain B-Word Worldwide/*Bitch* magazine. We have a goal of generating a minimum of \$1,000 at each house party through a pitch for support made by the party's host.

### Why throw a house party for B-Word?

1. To raise critical support for B-Word Worldwide/*Bitch* magazine's programs and operations
2. To help B-Word Worldwide/*Bitch* magazine reach out to new folks who care about independent media, feminist analysis, and media criticism
3. To participate in the independent, feminist media movement
4. To have fun and meet other like-minded folks

### Steps to a Bitchin' House Party

- 1. Pick a date:** The best times to schedule house parties are Wednesday and Friday evenings and Sunday afternoons. Once you've settled on a date, confirm it with Jaymee at [jaymee@b-word.org](mailto:jaymee@b-word.org) or 503.282.5699.
- 2. Build a guest list:** Invite your friends, neighbors, coworkers, and members of groups you're involved in. Recruit co-hosts to help you spread the word and invite their contacts. The general rule is to invite four times as many people as you expect to attend (really!).
- 3. Plan the party:** Think about details like: easy directions to your home or the party location; clearly indicating your house for the day of the party; where your guests will park; where in your home is the most comfortable to accommodate the group; providing enough seats; where food and drink will be located; etc. Maybe consider a theme to encourage attendance and fun! Costume party, dance

party, craft party, whatever...as long as you make it clear that fundraising for B-Word Worldwide/*Bitch* magazine is a priority! Food and drink is up to you, but food that can be eaten while standing is best. Finger foods that don't require utensils like hors d'oeuvres, cheese and crackers, veggies, cookies and brownies work well. It doesn't need to be anything fancy.

- 4. Send invitations:** Use Evite.com or Party4aPurpose.com instead of paper to save trees and time! Please use the following text, whether you send digital or paper invitations:

**Party title:** B-Word Worldwide/*Bitch* magazine Magazine Fundraising Party

**Text:** Please join me to learn more about and help support a great organization: B-Word Worldwide, the nonprofit that publishes the magazine *Bitch: Feminist Response to Pop Culture*. Bring your checkbooks and contribute to the future of independent feminist media!

It is important to use this text so that it is clear to your invitees that this is a fundraising event for B-Word Worldwide/*Bitch* magazine. If you want, you can provide a link to our website for digital invitations: <http://bitchmagazine.org/>. We can also send you a digital image of our logo to add to your digital or print invitation—just let us know! Include date, time, location, directions, your own message, and any other additional information about your party (theme, what will be served, etc.). Consider asking each guest to bring a guest!

- 5. Reminders:** Make follow-up phone calls and send Evite.com or Party4aPurpose.com reminders to invitees who haven't responded.
- 6. Make a pitch plan:** Make a plan for presenting your guests with information about the organization and making the pitch for support. If we are able, B-Word Worldwide/*Bitch*

magazine will send a representative or several to make a presentation about the organization and coach the host to make the perfect pitch. If we can't make it, we will send you organizational materials to distribute, and Jaymee will talk you through the pitch process over the phone or email (jaymee@b-word.org or 503.282.5699).

**7. Enjoy your party:** Have fun! Raising funds for and awareness of independent, feminist media and the work of B-Word Worldwide/*Bitch* magazine is pretty cool.

## What the heck do we do during the party?

Organize your party in whatever way you think will work best—be innovative and creative. Should you want a guideline, here is a party timeline (for a 6pm to 8pm event) you can use:

**6:00–6:30** Host welcomes arriving guests. Guests sign-in (see sign in sheet at the end of this document) so that we can keep them updated about B-Word Worldwide/*Bitch* magazine in the future.

**6:30–7:00** Guests mingle, enjoy food and drink.

**7:00–7:30** Host addresses group, welcoming them and introducing representative(s) from the organization (if possible for representative/staff to attend—not always the case due to travel expenses) who makes a 10-15 minute presentation about the organization, explaining the mission, goals, programs, etc. If a representative is not able to come, the host can give a short talk about the organization (using organizational materials provided).

**7:30–7:35** Host explains why they support the organization and asks guests to make a financial contribution to the work of B-Word Worldwide/*Bitch* magazine. Jaymee will talk you through the pitch and the best way to do it before the party.

**7:35–8:00** Host and or B-Word Worldwide/*Bitch* magazine representative thanks guests for their support. Host invites guests to have more to eat and drink.

## We'll Bring:

- If possible (depending on travel expenses—we're located in Portland, OR), an engaging representative or several to talk with your guests about B-Word Worldwide/*Bitch* magazine
- Guest sign-in sheets, *Bitch* swag, magazines, and literature
- Donation envelopes, sustainer and subscription forms—opportunities for you and your guests to get involved, take action, and support B-Word Worldwide/*Bitch* magazine

## Party Supply List

Food and Drink: Finger foods are great! Food preparation can be as simple or elaborate as you like.

- **Savory:** Fruit and veggie platters, chips and dips, cheese and crackers, pita and hummus, breads or rolls, skewer-style grilled veggies, soups, etc
- **Sweet:** Cookies, brownies, cupcakes, etc

- **Beverages:** Alcoholic and nonalcoholic beverages
- **Supplies:** Plates, cups, napkins, utensils, garbage bags, theme supplies

## FAQs

**How many people should I invite?** Figure out how many people fit comfortably in the party space. Invite four times as many people as you hope will attend. We know this sounds crazy, but this equation has been tested and found to hold up.

**Should I have a co-host?** A co-host's primary purpose is to expand and diversify your guest list along with helping to plan and prep. If you have a great space but not a large guest list or a great list but a studio apartment, then co-hosting may be an excellent idea.

**Who should I invite?** Family, friends, neighbors, coworkers, folks in other groups you are a part of—anyone who you think would care or be interested in learning about the mission of B-Word Worldwide/*Bitch* magazine. Also, keep in mind that although having some folks who already love B-Word Worldwide/*Bitch* magazine in attendance is helpful for getting others excited, the main function of a house party is to reach out to a new group of supporters who aren't familiar with our work.

## What's in it for B-Word Worldwide/*Bitch* magazine?

Beyond raising funds and having the opportunity to meet a new group of potential supporters of our work, house parties are a great way for fostering community connection. By throwing a party for us, you and your guests are supporting the work and mission of the organization.

**What's in it for me and my guests?** You and your guests will have the opportunity to get involved in making nonprofit, independent, feminist media possible, and participate in an engaging discussion about this topic and the future of B-Word Worldwide/*Bitch* magazine.

**What's involved in being a host?** A host is responsible for making the pitch for support—explaining to their guests why they financially support B-Word Worldwide/*Bitch* magazine, and then asking the guests to join them in supporting the organization (we will help you in choreographing this pitch pre-party). The host should therefore be a donor to B-Word Worldwide/*Bitch* magazine, as a pitch is not generally successful unless it is made by someone who is also investing in the organization's work. Besides this, the host and any co-host(s) take on the usual party planning responsibilities: pick a date, invite your friends, prepare refreshments, plan out the event, and enjoy your party.

**What are Evite and Party4aPurpose?** Evite.com and Party4aPurpose.com are electronic invitation services that can be distributed and responded to via email—easy! Feel free to use whatever type of invitation you prefer, however.

For more information contact:

Jaymee Jacoby,  
Development Director

503-282-5699  
jaymee@b-word.org

# Guests, please sign in



Name (first/last)	Phone	email	Interested in hosting a house party yourself?	Want to receive email updates w/ news & events?
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