

# HOUSE PARTY CHECKLIST

## PRIOR TO YOUR PARTY

1. Pick a date and location for your party
2. Let us know about your party by emailing [development@pposbc.org](mailto:development@pposbc.org)
  - In your email, be sure to include your name, email and phone number, and the date, time, and location of your party
3. A staff member from Planned Parenthood of Orange and San Bernardino Counties will contact you to go over party details and answer any questions you may have
4. Establish your guest list
  - Not sure who to invite? Check out our [Guest List Worksheet](#)
5. Send out your invitations 3-4 weeks before your event
6. If providing food, determine your menu
  - Need catering help? Ask us about our preferred vendors
7. 2 weeks before your event, call or text any guests you have invited but haven't heard back from
8. 1 week before your event, send a friendly reminder via email, call or text to your guests confirming the date, time, and location

## DAY OF PARTY

1. Make sure you have all of your materials printed and ready to go
2. Mingle and have fun with your guests, then kick things off with one of our **Conversation Starters** or our **Small Talk Big Issues** sheet
  - Want a more involved activity? Test your knowledge and play a round of **Planned Parenthood Trivia**
3. Be sure to distribute materials from the toolkit and encourage guests to ask questions to promote discussion in a non-judgmental and inclusive way
4. Discuss why you support Planned Parenthood and share opportunities with your guests on other ways they too can [Get Involved](#)
  - Sign up to get the latest [Planned Parenthood news](#)
  - Donate to their local Planned Parenthood of Orange and San Bernardino with either a provided envelope or online at [PPOSBC.org/give](https://PPOSBC.org/give)
  - Encourage guests to host their own [House Party](#)



**Make sure any checks you collect are made out to "Planned Parenthood of Orange and San Bernardino Counties"**

## AFTER THE PARTY

1. Let us know how the party went
2. Send your guests a thank you message and be sure to remind them that they can get involved by visiting [pposbc.org](https://www.pposbc.org).
3. Post and share any photos on social media
  - Be sure to tag us on:



@plannedparenthoodosbc



@plannedparenthoodosbc



@pposbc



@pposbc\_

4. Collect all donations you received during the event
  - For check donations, please mail them to:

Planned Parenthood of Orange and  
San Bernardino Counties  
Attn: Development  
801 E. Katella Ave. Anaheim, CA 92805

- For cash donations, you can either make a single donation via [PPOSBC.org/give](https://www.PPOSBC.org/give), or send them via mail at the address above

