



## Third Wave Fund House Party Kit

We're thrilled you're thinking about supporting Third Wave with a party! This toolkit will help you create a fun and engaging event that introduces Third Wave to new supporters and increases Third Wave's visibility in your community.

We encourage your creativity and resourcefulness in hosting a small or large party, which could take place in your home, office, restaurant, club, gallery or community center.

You don't need fundraising or event experience to pull off a successful party. Third Wave Fund will provide you with fact sheets, donation/pledge cards, and any guidance you may need to make your event a success.

This event will rely on your initiative, networks, and creativity. It helps to have a vision for what you want your party to be. This includes:

- Thinking about what kind of event works best for you and who you want to invite;
- Identifying a space that matches the kind of event you want to host;
- Brainstorming creative ways to invite guests and promote the event;
- Calculating what the event will cost and deciding how to pay for those expenses. You can underwrite them, or ask colleagues/friends/restaurants to co-host or help you plan the logistics;
- Creating an achievable fundraising goal -- don't worry, we can help!

Thank you for helping Third Wave grow. We can't wait to hear your ideas!

### House Party Kit Includes:

- sample invitation
- sample agenda
- sign-in sheet
- pledge form

### FOR MORE INFORMATION, PLEASE CONTACT:

Nicole Myles, External Relations Associate  
Third Wave Fund  
PO Box 1159  
Brooklyn, NY 11238  
Phone: 917-387-1262 x 3  
E-mail: [nicole@thirdwavefund.org](mailto:nicole@thirdwavefund.org)

PO BOX 1159  
BROOKLYN, NY 11238

youth vision and activism for gender justice

## THIRD WAVE FUND



917-387-1262  
[THIRDWAVEFUND.ORG](http://THIRDWAVEFUND.ORG)

# HELP THIRD WAVE FUND THRIVE BY HOSTING A HOUSE PARTY!

## FORMAT

House party events can be as formal or as informal as you wish. They can serve as both a fundraiser and a fundraiser. Third Wave Fund is here to support you as a host, whether you want to throw a relaxed get-together, potluck, dance party or a more formal event designed for donors who can give at higher levels. Please contact Nicole Myles, our External Relations Associate, so we can work with you directly to plan and implement a fun and successful event.

One option that works well is a two-hour cocktail or dinner party... The important thing is to think about the kinds of events you and your friends actually like attending. Choose a venue where you and your guests will be most comfortable and that is easily accessible. This could be at your own home or apartment, or a meet-and-greet at your workplace. You can host the party alone or with a friend or group of friends - if your home is not large enough to host a house party, consider asking a friend who has a great space for a cocktail party to co-host it with you.

## FUNDRAISING

Consider setting a fundraising goal for the event and announce it to guests when you ask for their support at the event. You might also want to have a computer out where folks can make donations online.

## WHAT TO SERVE

Play to your strengths so that the event feels easy and simple for you as the host. If cooking stresses you out, don't cook! If you are a foodie, go that route. If you have sober friends in your community, host a tea party. The idea is to make the work load easy, and make your guests feel comfortable.

## WHO TO INVITE

Friends, family members, acquaintances - it's up to you to decide. You can get invitations out through mail, email and/or social media, but keep track of who is coming so you know how many to prepare for. Consider sending personal invites and following up with people, it will dramatically increase attendance.

## LOGISTICS

Think about what type of help you will need the day of and assign those tasks to friends. Maybe you'll need one or two to serve as greeters to answer the door, take coats, make sure people sign in, and help collect donations. You may want someone to help with set up or clean up, etc.

Lastly, let us know about your event! We can send you the materials you need and if possible, we'll have a Third Wave Fund representative attend to answer questions about our work, and to support you through the process.

## SAMPLE INVITATION

This can be as simple as a text email, or we can send you an alterable version of the invitation once you've decided to host a party.

youth vision and activism for gender justice

---

### THIRD WAVE FUND

You are invited  
to a cocktail party  
in support of  
Third Wave Fund  
at my home

Sam and Alex Goodpeople  
323 xyz street, #4  
Yourtown, New York

Monday, April 4, 2017

6:30 to 8:30 pm

RSVP  
(xxx) xxx-xxxx  
sam@goodpeople.com

I/We hope you can attend. Have a drink and enjoy a brief presentation about Third Wave Fund, a feminist, activist fund led by young women of color, queer and trans people that supports youth-led grassroots gender justice organizations.

Donations will be solicited. If you can't attend, please consider making a gift online at [thirdwavefund.org](http://thirdwavefund.org) or mail it to  
PO Box 1159 Brooklyn, NY 11238

# SAMPLE AGENDA

Lastly, let us know about your event! We can send you the materials you need and if possible, we'll have a Third Wave Fund representative attend to answer questions about our work, and to support you through the process.

6:30 pm	Guests begin arriving.
7:15 – 7:20 pm	Host welcomes guests, thanks them for coming, explains why they are involved with Third Wave Fund, and introduces the Third Wave representative, who will either be a staff member or board member.
7:20 – 7:30 pm	Discuss Third Wave Fund's current goals, objectives and programs.
7:30 – 7:40 pm	Q&A.
7:40 – 7:45 pm	Host thanks Third Wave Fund representative, thanks guests for their attention, encourages them to visit the website and asks them not to leave without filling out a donor pledge form. ("Please make a gift to support Third Wave Fund. You can give tonight using these donor pledge forms [hold one up], or take one with you, or donate online at <a href="http://thirdwavefund.org">thirdwavefund.org</a> .")
7:45 pm	Party resumes.
8:30 pm	Guests depart.

# SAMPLE TIMELINE

## Six Weeks Out

- Decide upon format, place and time for your house party.
- Decide if you need or want a co-host(s).
- Let Third Wave Fund know about the event, so we can get you everything you need in the way of materials, and schedule a representative to speak at your event and support you throughout the evening, if we can.
- Consider if you need or would like food and/or beverage donations and reach out to potential donors. Sometimes businesses request a donation acknowledgement letter for their donated goods which we're happy to provide.

## Five Weeks Out

- Create your invitation mailing list.
- Create your party invitation.

## Four Weeks Out

- E-Mail, send hard copy invitations, and/or post on social media.
- Reach out to restaurants, bakeries, etc, if seeking donated food and drinks. You can have luck with local shops and even bigger companies like Whole Foods or Trader Joe's donate food for non-profit events. We're happy to send you our tax-exempt letter if the business requests it.

## Three Weeks Out

- Ask a friend or two to serve as greeters. They'll answer the door, take coats, make sure people sign in and help collect checks.

## Two Weeks Out

- Call or email everyone who has not RSVP'd. Ask if they're coming and keep a list of who is attending.

## One Week Out

- Decide who will speak about Third Wave Fund.
- Review our website, [thirdwavefund.org](http://thirdwavefund.org), and information packet so that you're able to answer questions.
- Make sure you have all the materials you need from Third Wave Fund, including donor pledge forms.

## Week of Event

- Remind greeters of their duties and the time they need to arrive.
- Purchase and prepare refreshments and/or arrange a time to pick up donations.
- Print enough sign-in sheets to accommodate your estimated number of guests.
- Consider whether you want music playing and create a playlist.
- Send a final short message to your invite list a couple of days before your event.
- Think through finishing touches: decide if you want your guests to wear name tags, introduce themselves in a go around, or answer an ice-breaker.

## After the Event

- Please send the gifts collected and the sign-in sheet(s) to Third Wave Fund within 24 hours.
- Once Third Wave Fund receives the contributions, we will send your guests thank you letters.
- If you can, please send one yourself – an email or handwritten thank you note – to add a personal touch.
- Post event pictures on social media, send the link to everyone you invited and remind them that it's not too late to donate or host a house party of their own.
- Pat yourself on the back and know how much we appreciate all the work you've done to raise critically needed funds for Third Wave Fund!

Please sign in

youth vision and activism for gender justice

---

# THIRD WAVE FUND

1 \_\_\_\_\_  
NAME(S)

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
CITY STATE ZIP

\_\_\_\_\_  
EMAIL PHONE

2 \_\_\_\_\_  
NAME(S)

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
CITY STATE ZIP

\_\_\_\_\_  
EMAIL PHONE

3 \_\_\_\_\_  
NAME(S)

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
CITY STATE ZIP

\_\_\_\_\_  
EMAIL PHONE

4 \_\_\_\_\_  
NAME(S)

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
CITY STATE ZIP

\_\_\_\_\_  
EMAIL PHONE



youth vision and activism for gender justice

# THIRD WAVE FUND

Third Wave Fund is a feminist, activist fund led by young women of color, queer and trans people under the age of 35. Since our founding in 1996, we have been the only funder focused on youth-led grassroots gender justice organizations in the United States.

- Up to \$99
- \$100-249     **\$10+ /monthly**
- \$250-499     **\$21+ /monthly**
- \$500-999     **\$42+ /monthly**

**Join our "First 100 Club" with an annual commitment of \$1,000 for three years.**

- \$1,000-2,499     **\$84+ /monthly**
- \$2,500-4,999     **\$209+ /monthly**
- \$5,000-9,999     **\$417+ /monthly**
- \$10,000+     **\$834+ /monthly**

\$\_\_\_\_\_ Other

## Donor Pledge Form

### CONTACT INFORMATION

Donor Name(s) to be credited in acknowledgement

\_\_\_\_\_

Name on card \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

- This gift is anonymous
- My gift will be matched by my employer

### PLEASE INDICATE PREFERRED PAYMENT METHOD

Enclosed please find a check made payable to "Proteus Fund" with Third Wave Fund in the memo in the amount of \$\_\_\_\_\_

- Please charge  Visa,  MasterCard,  Amex or  Discover
  - One-time or  **Monthly** in the amount of \$\_\_\_\_\_
  - Please add 3% processing fee to my donation to help offset credit card company processing fees.

Card Number \_\_\_\_\_

Expiration date \_\_\_\_/\_\_\_\_ Sec Code \_\_\_\_\_

Name on card \_\_\_\_\_

Signature \_\_\_\_\_

**There are lots of ways to get involved!** I want to:

- Host a house party
- Introduce Third Wave Fund to other potential donors
- Learn more about our grantmaking
- Make a bequest

For more information, please contact Executive Director Rye Young at [rye@thirdwavefund.org](mailto:rye@thirdwavefund.org) or 917-387-1262. Third Wave Fund is a hosted project of Proteus Fund, a 501c3 organization, and all donations are tax-deductible to the fullest extent of the law.