

NFSP House Party Checklist of Possible Items Needed

- Invitations, stamps, reply envelopes, other inserts
- 501(c)(3) letter, sample cover letter and any other information that HOSTS (and others) may need to ask vendors for in-kind contributions
- Presentation materials (video or slideshow) and equipment
- Brochures and other printed sample publications
- Signage for party (including acknowledgements of any in-kind donations with the donor's logos)
- Pledge cards, baskets, pens, credit card processing equipment (computer with Internet access)
- Refreshments, wine, etc.
- Thank you cards, stamps, envelopes
- Name tags for attendees
- Sign-in sheet
- Membership Form and Statement of Support: Can be downloaded from NFSP website
- Audio visual equipment such as projector, screen (can be as simple as a sheet), speakers, extension cords, a table to place projector on, DVD to play video or computer with reliable internet connection to stream video, cords to connect computer/DVD/computer with projector.
- NFSP buttons for Hosts, Staff, Volunteers (optional)