

NFSP House Party Preparation

1. **Check the Website** Required information and some materials are listed right here www.hcao.org and www.nursesforsinglepayer.org
2. **Set Specific Objectives** (see purposes above) Base this on audience and we can help define. Think specific. e.g. Introduce 10 new persons to NFSP; get 10 new supporters and/or 5 new volunteers; get 3 sustaining members or raise \$300.
3. **Set the Date:** Contact NFSP if you are interested in having a speaker at your event and we can attempt to coordinate a date.
4. **Set the Location**
5. **Get Help** Ask friends, family members or persons in a local hobby or interest group to help.
6. **Set a Guest Target** 10 to 50, but if your venue is larger you can host more. Much of this is based on your location and purpose.
7. **Invite Guests** Make your invitation list. You should invite at least 2 times as many people as you want to come because there will be no shows.
8. **Create the Invitation** Electronic invitation, hand addressed personal note, or an email. Encourage invitees to bring a friend. Have someone follow up with a phone call to confirm attendance. Send a reminder email to all confirmed guests.
9. **Plan the Agenda** (See outline below). Keep it short and sweet, less than two hours. Prepare a simple agenda for the evening including name(s) of speaker (s) and contact information for the host and other group leaders. Plan the event and the spread that will attract your group--special guests, appetizers, wine and cheese, pizza and the such are good enticements; include coffee, tea and cookies.
10. **Obtain Materials** Some materials can be downloaded and printed at the website. Contact us if you would like presentation materials or free NFSP promotional materials.
11. **Appoint a facilitator or make arrangement for the speaker to facilitate.**

Suggested Set-up

1. Have a sign-in table with materials
2. Food spread layout
3. Chairs
4. Video projector or other means of showing video