House Party Checklist

Thank you for all of your amazing work to support South Asian women and families in your community. This checklist will help to ensure that you have the support you need to plan, execute and follow up on your event!

Six Weeks Before
___ Select the date for your party
___ Inform Narika that you will be hosting an event or party; we will provide you with any support you may need
___ Create a guest list
___ Create a budget and menu
___ Determine what your theme might be, ex: game night, desi potluck, empowered women
___ Create a fundraising goal

Four Weeks Before
___ Send invitations via Evite or any other invitation service
___ Begin tracking RSVPs

Three Weeks Before
___ Finalize menu
___ Map out party logistics

One Week Before
___ Review RSVPs and call everyone you haven't heard from
___ Confirm with caterer or menu planner
___ Purchase beverages and supplies
___ Assign "volunteers" to welcome and check in guests, restock beverages, replenish food, etc.

Three Days Before
___ Make reminder calls to everyone who plans to attend
___ Select music
___ Decorate

Day Of Your Event
___ Prepare beverages and food
___ Ask volunteers to arrive 1-2 hours before event to help with preparations and last-minute details
___ Setup sign-in table with pens, sign-in sheets and nametags
___ Set out Narika materials such as: newsletter, volunteer flyers, and brochures
___ Greet guests, take their coats and help them sign in
___ Set aside a basket or nicely decorated shoebox to collect donations
___ Have fun!!

The Presentation

___ Gather your guests and present your reasons for hosting the house party and supporting Narika

___ Invite guests to ask questions

___ Hand out donation envelopes and ask each guest to make a contribution

After the Event

___ Collect all donation envelopes and the sign-in sheet and send them in one package to Narika:
Narika
P.O. Box 14014
Berkeley, CA 94712

___ Thank yourself for making an immense contribution to ensuring a healthier and safer community!