



Host a Green Economy House Party

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Green for All Education and Outreach
greenforall.org/resources



New to the green economy and looking for a way to spread the word?

Hosting a green house party is a great way to bring together friends, family, neighbors, and co-workers in a comfortable environment to talk about the green movement and raise awareness. Throwing a house party allows you to influence several people at once face-to-face. Best of all, house parties allow you to introduce your friends and acquaintances to each other and to form a network of individuals who are interested in organizing around your issue.

House parties should be both educational and motivational. Your guests will learn more about the green economy and then be called to action to play a role in promoting this vision. House parties can involve a guest presenter, a film screening, and/or a facilitated discussion. House parties can also be used as a fundraising tool.

House Party Basics

Adapted from "How to Host a House Party"

<http://bit.ly/eZY880>

Start planning early

Start planning about four weeks before your event. Create a timetable that outlines your preparation before your event. See sample below.

Create an invitation list

- Invite 4 to 5 times as many people as you would like to attend. Not everyone you know will be interested in your issue or be able to attend.
- Gather all of your directories, mailing lists, listserves, etc. and create a list of contact information (include family, friends, neighbors, coworkers, school alumni, parent groups, clubs, holiday card lists, etc.)

Create your house party invitation

- Save paper and invite your guests via email using a free invitation an RSVP service such as evite.com or doodle.com.
- Include the following information in your invitation:
 - Date, time, and location of the house party
 - Reason for the house party
 - Name and role of guest speaker (if you have invited one)
 - Description of the film you will be screening (if you are screening a film)
 - Directions to your home (including a link to to a map service such as Google Maps)
 - Phone number and email so guests can contact you with questions

Prepare your presentation

- The presentation is the central focus of the house party. It should provide an overview of the ecological and economic crises that we are facing including climate change, urban disinvestment, and unemployment. Next, it should present the inspiring vision of the green economy and the green jobs movement. The presentation can include a brief workshop, guest speaker or film screening. [Click here for a list of suggested materials \(link to Resources page of this document\)](#)
- Guests can be given out an information packet that relevant to the issues discussed in the presentation [Click here for a list of suggested materials \(link to Resources page of this document\)](#)

Set an Agenda

Setting an agenda for your house party will help ensure that everything goes smoothly and that the issues and topics that you care about will be covered during the event. An in-depth sample agenda is available [here \(link to Sample Agenda\)](#)

Sample agenda

(See *Sample Agenda* for more details)

1. **Registration/Networking**, with refreshments *30 minutes*
 - Each guest is warmly greeted and given a name badge, packet of materials, and introduced to other guests
 - Be sure to have the guests fill out a sign-in sheet with contact information
2. **Introductions** *20 minutes*
 - Introduce yourself and thank people for attending
 - Have each guest briefly introduce themselves giving their name, how they know you, and why they are there
 - Explain the purpose and agenda of the party
3. **Presentation** *10-20 minutes (or shorter if you show video)*
 - Include video or cultural presentation, ie: spoken word poem, skit, etc.
 - The presentation should include educational and inspiring information about the green economy and the green jobs movement. Access Green For All resources at <http://bit.ly/fyNQnm>
 - The presentation can also include a guest speaker and/or film screening
 - Make sure that the information packet given out to guests is relevant to the presentation. (Items downloadable from our website)
 - Take questions after the presentation
4. **Facilitated Discussion** *30 minutes*
 - The discussion leader should ask open-ended questions that encourage your guests to share thoughtful answers. Questions might relate directly to one of the videos.
 - Here are a few sample questions you can tailor to your presentation:
 - Upon watching the “A New Sound” video, where do you see environmental inequities in your community, and where do you see solutions in your area?”
 - Where do you see yourself fitting into the green economy?

- What are the opportunities that the green economy provides? What are the challenges that it poses?
- List five allies (individuals, organizations, local businesses) that you think could be a part of this movement.

5. Call for Action

10 minutes

- If you are seeking volunteers, try to obtain a sheet that lists all of the opportunities to donate time. Sample ideas might include:
 1. Hold your own house party or help plan the next one
 2. Get involved in a local community garden program or school project
 3. Share energy efficiency resources available in your area or hand out individual greening tips
 4. Organize a clothing swap (instead of buying new things)
 5. Host a fundraiser for a local organization
- Pass out individual sign-up sheets, or pass around a single sign-up sheet and encourage guests to mark all of the areas they might be interested in volunteering. A sample sign-up sheet is available at <http://bit.ly/f3Ygb1>
- Encourage your guests to take action by either becoming members of your group, writing a letter, taking a role at an upcoming event, sharing info at their school, church or workplace, making a financial contribution to a specific cause, or something else of value to your initiative.

6. Wrap Up

5 minutes

- Include a debrief. Sample questions: “What is one thing you are inspired about from this gathering?” or, “What is one action you will take?”

7. Follow-up

- Within 72 hours after the party, send out a note to each guest thanking them for participating
- Continue to send out follow up emails to guests who signed up for updates

Resources

Below are a few resources to help inform and inspire your guests. Be sure to check out Green For All's website – greenforall.org – for resources for a variety of videos and reading material to suit your specific initiative.

- Consider hosting a brief workshop at your house party. Our workshop “**Bridging the Economic and Climate Gaps**” [<http://bit.ly/fh905g>] was developed by Green for All to educate and inspire people about the green economy.
- Email a brief **Green-Collar Jobs Overview** [<http://bit.ly/fzYuSR>] to your friends and guests - before the house party!
- Download the **Green Jobs Guidebook** [<http://bit.ly/gI6ktQ>] from our website for deeper reading.
- Watch these videos beforehand or screen them at your House Party!

Faces of the New Green

<http://bit.ly/hgC4IF>

A New Sound

<http://bit.ly/hsUwna>

Phaedra Speaks at Netroots Nation

<http://bit.ly/faSog0>

Green Job Opportunities

<http://bit.ly/hDKvbY>

Sample Timetable

Four weeks to event:

- Choose the time and date for the party
- Write your invitation
- Make a list of people to invite
- Send out invitations

Three weeks to event:

- Ask friends to volunteers: as “greeters” to help people sign in, register, set up, cleanup, etc.
- Gather resources and outreach material to present/distribute at event: videos/short films, important studies/statistics, inspirational messages – and familiarize yourself with it

Two weeks to event:

- Plan the food and drinks you will serve (do your best to provide organic, locally-grown snacks, and minimize waste by using reusable or compostable plates, cups, and utensils)
- Set the agenda for the event's presentation
- Decide who will introduce the topic and who will make the appeal for support
- Create information packets for guests

One week to event:

- Purchase and prepare food and drink items
- Remind volunteers of the time you need them to arrive
- Finalize information packets
- Create sign-up sheets with contact information
- Have all presenters prepare and practice presentations
- Make sure familiar enough with the material to answer questions
- Call people who received invitations via postal mail
- Send email reminder to invited people

One day to event:

- Send out final email reminder

Thanks

Material for this document was adapted from "How to Host a House Party" [<http://bit.ly/hNorMf>]