**Mothers Out Front House Party Host Information**

Thank you for offering to host a house party. You’re playing a crucial role in building a powerful grassroots movement and giving people an opportunity to take meaningful action within a supportive group.

Many people share your concerns about the effects of climate change on their children’s and grandchildren’s future but don’t know what to do about it.

Together, we can mobilize our communities and create a livable climate.

**YOUR PARTNERS IN HOSTING**

At least two people will help to make your house party an easy, positive experience.

As your **House Party Coordinator**, I connect you with your House Party Facilitator and help you choose a date and time. I also help you with the lead up to your house party and follow up afterwards.

Your **House Party Facilitator** is a trained leader often joined by a co-Facilitator who is gaining experience before taking the lead herself. Your Facilitator will contact you a few days before your house party to go over details and answer any questions. She’ll ask you about your guests and how she can tailor the discussion to meet the needs or interests of your group. She’ll arrive at the house party early to set up, bringing with her everything from nametags to handouts.

**BEFORE YOUR HOUSE PARTY**

**4 weeks prior: Create your guest list.**

The optimal size for a house party is 5 to 15 people. Invite anyone who might be interested: friends, neighbors, co-workers, family, etc.

We find that you need to send out 3x as many invitations in order to get a good-sized group.

Also, following up by phone is crucial. If people don’t reply to an email, it’s often because they’re busy or forget, not that they don’t want to or can’t attend.

**3 to 4 weeks prior: Email your invitation.**

A sample is included with this information. Feel free to adapt it to you and your guests.

Please note that the discussion takes about 2 hours, so encourage everyone to arrive a half-hour before the start time to chat and have some refreshments.

**1 week prior: Check in with your guests.**

Send a quick email reminder to your guests and ask those who haven’t yet to RSVP.

I’ll call you to ask:

* approximately how many guests are coming
* if you have room for more and are comfortable inviting people from our list
* the names of people who can’t attend but who would like to be invited another house party

Your Facilitator will call to talk with you about the house party.

**2 days prior: Call your guests.**

Make a reminder phone call to each guest. We’ve found that calls 1-2 days prior are much more effective than emails.

**THE DAY OF YOUR HOUSE PARTY**

Provide light refreshments.

Welcome your guests and introduce your Facilitator.

At the end, spend 5 minutes reviewing Next Steps form (that your Facilitator will have your guests complete) to provide any background info and make sure all the information is legible.

**AFTER YOUR HOUSE PARTY**

**1 to 3 days after: Email your guests.**

Thank them for coming and send them the link to our survey. A sample is included in this information.

I’ll be in touch to talk over how it went and get your feedback.

**Thank you for being part of our growing movement!**

**SAMPLE EMAIL INVITATION FOR HOUSE PARTY GUESTS**

Dear \_\_\_\_\_\_\_\_,

Please join me for an engaging presentation and discussion about what actions we, as busy women, can take in the short but real window of opportunity we have to minimize climate change and protect our children and future generations.  There is urgency, but there is also hope.

I’m bringing together a great group of moms and friends at my house at ***[street address and city/town]*** on ***[date and time]***. This house party is one of many taking place across Massachusetts and beyond with the goal of building a national movement of mothers, grandmothers, and other caregivers calling for climate action on behalf of all children.

I am hosting this gathering because I feel that climate change is the most urgent issue of our time. I believe that mothers have a unique, powerful role to play in making sure our leaders make the right decisions for our children and our world.

We’ll be joined by a trained facilitator from Mothers Out Front who will guide our conversation and provide us with information, inspiration, and ways to get involved that can fit our busy lives.

Please let me know by ***[rsvp date]*** if you can join us. We’ll start at ***[time]***, but please arrive by ***[1/2 hour earlier]*** if possible so we’ll have time to talk and settle in. I look forward to hearing from you.

Warmly,

***[your name and phone number]***

**SURVEY AND SAMPLE THANK YOU EMAIL**

Please fill out [**this survey**](https://docs.google.com/forms/d/1tBMip3M66J5GiF0rjNSr8AO25_nObR95RTKVhs5dBr8/viewform) telling us about your experience as a host.

The link is included in this sample thank you email (below) for your guests so we can have their feedback as well.

Please revise this message as you’d like and send to your guests 1 to 3 days after your house party.

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_,

Thank you for coming to my house party on \_\_\_\_\_\_\_\_\_\_\_\_\_ to talk about mothers and climate change. I was glad to hear your story, concerns, and insights as well as to share ideas for action with everyone. I feel inspired and hopeful that we can effect meaningful change.

If you filled out a Next Steps form, a member of your local Mothers Out Front team will be in touch with you about opportunities to get involved.

Mothers Out Front would also appreciate your feedback on [**this survey**](https://docs.google.com/forms/d/1tBMip3M66J5GiF0rjNSr8AO25_nObR95RTKVhs5dBr8/viewform). Your input about your house party experience is important as they shape and update these gatherings.

I especially hope that you will consider hosting your own house party. It was easy to do and is crucial to helping build the movement.

Thanks again for your time, energy, and ideas,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

p.s. If you’re on Facebook, you can tell your friends about Mothers Out Front and follow our progress by “liking” Mothers Out Front at www.facebook.com/mothersoutfront.