

# New York City Anti-Violence Project

## House Party Host Guide



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our communities safe



## A Special Thanks from the Executive Director

Dear AVP House Party Host,

Thank you for volunteering, organizing, and hosting a house party on behalf of the New York City Anti-Violence Project! Thank you especially for being willing to open up your home to support AVP. You are an important partner in our mission to eliminate hate violence, sexual assault, stalking, and domestic violence in lesbian, gay, bisexual, transgender, queer, and HIV-affected communities through counseling, advocacy, organizing, and public education - we could not do this work without your support.

We are inspired by your commitment to AVP, your willingness to tell your friends about our work, and your help in raising funds to keep this vital work moving forward. Because of you and your house party guests, AVP will be able to continue answering our 24-hour bilingual (English/Spanish) hotline - a lifeline for so many victims and survivors of violence - and continue advocating for the safety of LGBTQ people throughout the city, state, and country.

So as you are planning and hosting your party and as your guests enjoy your hospitality, know that you are contributing to the work of keeping yourself, your friends, and your communities safe. We wish you a successful and fun house party - the first of many we hope!

Sincerely and with much gratitude,

Sharon Stapel  
Executive Director



## GOALS

- Increase the visibility of AVP, its mission, and its services
- Bring new friends to AVP
- Raise needed funds to support our programs
- Help identify others that want to help us help those in need



## AVP House Party Host materials:

- House Party Host Guide
- AVP Safe Bar wallet cards
- AVP informational brochures
- AVP sign-in sheet
- AVP donation envelopes (coded with your name as the solicitor)
- AVP talking points
- Copies of the latest “AVP News” newsletter
- Heroes Council information

AVP will provide you with all the above materials and support to ensure a successful event.

Please contact Patti Rios, Senior Development Officer, who will be available to answer your questions and provide assistance.

Patti can be reached at 212-714-1184, ext. 17 or [prios@avp.org](mailto:prios@avp.org).



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## TIPS FOR A SUCCESSFUL HOUSE PARTY

House parties are a great way to gather friends, old and new, to introduce people to AVP in a fun and casual way. Here are some things to consider to get started!

### Getting started

**Choose a location.** Your home, a friend's home or a favorite gathering space - wherever your guests will feel most comfortable – is something to consider.

**Choose a date and time.** Two-hour parties are perfect. The format is entirely up to you – cocktails and hors d'oeuvres, a screening of your favorite TV show, a brunch – these can all work to make your house party enticing.

**Create a guest list.** A successful house party does not mean 100 people. It can be as little as an intimate dinner for 5. It's about inviting as many as you can as well as thinking about who could potentially become a supporter of AVP.

**Get materials!** Contact AVP's Senior Development Officer to receive all the materials in a timely manner.

### Communication

**Send the invite.** Mail / email / post to Facebook an invitation at least 3 weeks before the party date.

**Request RSVPs!** It is very helpful to know how many people will be attending.

**The Essentials.** Be sure to include day, date, time and location, include directions, if necessary, on the invitation, email or Facebook post.

**Follow up.** Following the initial invitation with a personal call a week later to ensure that the invitation was received.

**More follow up.** Three days before consider a second reminder.

**4 weeks:** Pick a date; create guest list.

**3 weeks:** Mail / email / post invitation.

**1 week:** Make follow up calls, tally RSVPs, and confirm caterers and/or helpers.

**Week of:** Plan your remarks and send a second reminder.



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## THINK LIKE A GUEST

Where most parties fail is in not having thought through exactly what will happen at the event when your guests arrive. To avoid this, put your self in the shoes of your guest. Here are some things, that as guests, we take for granted.

### Amenities

**Food.** The food table should be pulled away from the wall to allow people to circle it. Food should not require a fork and knife. Finger foods are best. Small platters of the same food allow guests to help themselves from any point of the table.

**Beverages.** The beverage table should be opposite of the food table, if possible. This will prevent crowding at the food table and beverage table.

**A big plate goes a long way.** A large enough plate is a plus. This also helps to prevent crowding at the food table. Guests will be able to take as much as they want, and not have to worry going back to the table right away.

**Seating.** Do you have enough chairs? Not everyone will sit, but having available seating is always appreciated.

### Accommodations

**Travel.** If guests are driving, is parking convenient? Is your street accessible? Is there a drive way? If by train, what are the directions from the train? Make this easy for guests by providing information. An annoyed guest might be reluctant to donate.

**Physical location of party.** Is it simple to find? If a house, is there a porch light? Is the house visible from the street? If an apartment, do you need a sign from the elevator or stairs with directions? Again, make this simple.

**Coats and bags.** Do you have a designated space for coats and bags? An emptied closet or bedroom can work. If you have a pet, consider guests with allergies. Make this decision early, so when guests arrive, the collection of coats and bags can run smooth.

**Restrooms.** Consider a greeter at the door who could collect coats and show guests where the restrooms are located.



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## THE DAY OF THE HOUSE PARTY

There is much to do on the day of a party or event. Consider these in addition to your own check list!

### Day of the Event

**Set-up.** Display AVP materials, prepare food and beverages, create a coat check and plan your remarks, including the time you would make remarks.

**Welcome.** Welcome guests as they arrive and ask them to sign in. Allow guests to socialize for 15-30 minutes before your official welcome and introduction.

**Remarks.** Your remarks should only be 3-5 minutes, at the most. Refer to your materials table and make donation envelopes available for guests to use right away or take home.

**Plant a friend.** Some folks may find it difficult to ask friends for a contribution. Ask a friend to make the first donation after your remarks. This is a great way to encourage guests!



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## SIGN-IN SHEET

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ ST: \_\_\_\_\_ ZIP: \_\_\_\_\_

PH: \_\_\_\_\_

EMAIL: \_\_\_\_\_

I AM INTERESTED IN:

- DONATING
- CORPORATE / HR TRAININGS
- RECEIVING e-NEWSLETTERS / ALERTS
- VOLUNTEERING

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ ST: \_\_\_\_\_ ZIP: \_\_\_\_\_

PH: \_\_\_\_\_

EMAIL: \_\_\_\_\_

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## AFTER THE EVENT

After your successful house party, please fill out the House Party Host report (on the following page) and send it, along with any received donations, to the attention of the Development Department at the AVP office.

Once we receive the report and all the contributions, AVP will send acknowledgment and thank you letters to your guests. (These letters are not meant to substitute your own personal thank you letters or notes.)

Send the report and contributions to:  
New York City Anti-Violence Project  
Attn: Development Department  
240 West 35<sup>th</sup> Street, Suite 200  
New York, NY 10001

On behalf of the AVP staff, volunteers, board and community that AVP serves 24-hours day, 7-days a week, we once again thank you for hosting a house party.

Please know how thankful we are of the work you have done to raise awareness and much needed funds for the New York City Anti-Violence Project.

THANK YOU!



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## HOUSE PARTY HOST REPORT

**Host name(s):**

**Date of House Party:**

**Location of House Party:**

**Number of people invited:**

**Number of people in attendance:**

**Number of donors:**

**Total Donations: \$**

**Did any guests commit to hosting their own House Party for AVP?**

**If yes, who? Please include their contact information:**

1)

2)

3)



## **HELPFUL TALKING POINTS**

### **What is our mission statement?**

- The New York City Anti-Violence Project is dedicated to eliminating hate violence, sexual assault, stalking, and domestic violence in lesbian, gay, bisexual, transgender, queer, and HIV-affected communities (LGBTQH) through counseling, advocacy, organizing, and public education.

### **What do we do?**

- AVP provides free assistance with our on-site counselors and offer walk-in hours of 10 to 3pm, Monday thru Friday.
- We maintain a volunteer staffed 24-hour Spanish/English bilingual and confidential hotline for anyone that needs our help.
- We prepare our hotline volunteers with a 40-hour New York State Department of Health Certified Rape Crisis Counselors training and offer support groups for survivors of domestic violence and sexual assault.
- We provide trainings and we work to inform and educate law enforcement, health care professionals, school-based staff, community-based organizations and social service agency personnel on violence issues impacting the LGBTQH communities.



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## **HELPFUL TALKING POINTS (continued)**

### **Why do we exist?**

- AVP was founded in 1980 in reaction to neighborhood incidents of anti-LGBT violence and the failure of the criminal legal system to respond.
- AVP has since worked for 30 years to provide professional counseling to victims and survivors of violence, such as bias-motivated violence, intimate partner violence, sexual assault and HIV-related violence.

### **Why do you believe in and support AVP?**

- Here is your opportunity to share with your guests your personal reasons for being a supporter of AVP. You should talk about your involvement as a board or committee member, how you were initially introduced to AVP, the events you have attended or community outreach you have participated in, if any.