



## **Hosting a House Party**

*Thank you for your interest in hosting a gathering to support the Boys & Girls Club of Greater Lowell.  
Following is more information to consider before committing to hosting an event.*

**In general:** The purpose of these parties is to widen the circle of supporters of the Boys & Girls Club of Greater Lowell by introducing new individuals to the impact that they could have on kids in Lowell by supporting the Club. Parties would typically last about 1-2 hours, and would include a presentation by Boys & Girls Club representatives.

### **Responsibilities of the Host/ess:**

- ❖ Invite friends and acquaintances who you believe would be interested in learning more about the mission of the Boys & Girls Club, our renovation and expansion project, and the Believe & Become Campaign. Guests should ideally be people that know you, and who have some connection with Lowell. While having 1-2 guests who already support the Club is okay, our goal would be to have at least 80% of the guests be people who are new us.
- ❖ If you are comfortable with this, Club staff may also make suggestions of individuals to invite.
- ❖ Consider what type of gathering might be most inviting to your guests – a BBQ, Cocktail party, or even Brunch would be effective in garnering interest. Ideally provide a TV with a HDMI connection for viewing the presentation.
- ❖ Send out invitations. We can help provide language for your invitation. It is important to let folks know that this *is* a fundraiser, though there are not high pressure tactics or a giving minimum.
- ❖ Provide refreshments at the event.
- ❖ Be prepared to share a few words with guests as to why you are involved with the Boys & Girls Club, and to ask people at the end of the presentation to join you in supporting the campaign.
- ❖ Communicate with Club staff around logistics, anticipated attendance, agenda for the gathering.
- ❖ Support follow-up efforts after the event, which may include sharing information gathered, checking in with guests and sending reminders about the request.

### **Responsibilities of the Boys & Girls Club:**

- ❖ Coordinate date and time of event with host.
- ❖ Ensure that 1-2 senior staff are in attendance, who will have a prepared presentation to share.
- ❖ Provide all Club materials to be available to guest at the gathering.
- ❖ Be available to answer questions.
- ❖ Follow-up with attendees after the party.

*If you are interested in hosting an event or have questions about hosting,  
please contact Angel Brunelle, Director of Development at 978-458-4526 x 19 or by email [abrunelle@lbgc.org](mailto:abrunelle@lbgc.org).*