Vote Climate U.S. PAC House Party Host Checklist

If you have less than 9 weeks to organize your house party, please adjust the suggested timeline below accordingly.

Host
Before House Party:
- ➢ Set Date   (9 weeks out)
- ➢ Make Guest List   (9 weeks out)
- ➢ Read Host Packet   (9 weeks out)
    - o Host Letter
    - o How to Host a House Party
    - o Organizational Information
    - o Sample Invitation
    - o Ideas for Finding Invitees
    - o Sample Follow-up Script
    - o Sample Reminder Script
    - o Sample Thank You
- ➢ Send Copy of Guest List to Vote Climate U.S. PAC   (8 weeks out)
- ➢ Send Invitations   (4-6 weeks out)
- ➢ Make Follow-up Calls   (3 weeks out)
- ➢ Make Reminder Calls   (night before)
- ➢ Prep Refreshments
- ➢ Save Receipts for all Expenses for FEC Report
- ➢ Read Presentation Outline
- ➢ Review Checklist

At House Party:
- ➢ Provide Refreshments
- ➢ Pens
- ➢ Television for PowerPoint Presentation
- ➢ Ample Seating
- ➢ Personal Check in Basket
- ➢ All Guests Sign-in

After House Party:
- ➢ Return Sign-in Sheets, Checks and Expense Receipts to Vote Climate U.S. PAC at: PO Box 341454, Bethesda, MD 20817, or Give Them to Your Speaker
- ➢ Send Thank You Notes (See sample thank you note.)