



House Party Host Guide

The Arizona Pet Project is greatly appreciative of individuals committed to raising funds and collecting resources, to help end pet homelessness by keeping families together. It's only because of the help of our caring community, that we are able to support families and save pets. We do so by providing affordable services, resources, and support through shelter prevention programs such as free spay and neuter and shelter intervention.

To continue furthering the organization's mission, The Arizona Pet Project is thrilled to partner with individuals in our community to host a small gathering in the host's home, called a "House Party". As a host, you are vital part of the organization's success, helping to introduce your contacts and other existing influential donors to the organizations' work and impact in the community. Below outlines a typical House Party, and the responsibilities and suggested event details for the event:

Host Responsibilities

As the House Party Host, you will be responsible for helping to plan the event, invite personal & professional contacts and other items outlined below

- Set a fundraising goal for your event. The Arizona Pet Project team can help you create a strategy to reach the goal, and provide donation envelopes and other materials to help you succeed.
- Select an event date and time that works best for you, and your contacts alike. There is no strict format for a house party, and ideally is aligned with your guests' interests and comfort. Different ideas include a brunch, cocktail hour, formal dinner, book club, wine or beer tasting, afternoon tea, luncheon, etc.
- Choose a location for your house party. The ideal location for this intimate gathering is your personal home, to ensure your friends & contacts are comfortable, however, we understand this may not always be possible or preferable for a host. If an alternative event venue is preferred, a host will work with The Arizona Pet Project development team to select a location.
- Compile an invitation list of friends, professional contacts and community members whom you think may be interested in hearing more about The Arizona Pet Project's mission and impact on keeping families together.
- Confirm RSVPs for the event. Touch base with your guests to confirm their attendance at the event.
- Present Your "Why" to your guests during your event, on behalf of the organization. The most important portion of a House Party occurs when the influential event host shares why they are passionate about The Arizona Pet Project, the organization's mission and how they personally contribute. Talking points can be provided as needed, based on the host's comfort and requests.
- Select and secure food & beverages for your event, based on the type of event being hosted and expectations of your guests.



The Arizona Pet Project Responsibilities

As mentioned, House Parties and hosts are an incredibly vital piece of The Arizona Pet Project's mission success and expansion in the community. Because of the massive impact these hosted parties have, the organization is committed to supporting House Party Hosts however possible, including the following main objectives of the team:

- Create & Send Invitations. The Development Team will provide you with event invitations, or an invitation template if you would like to create your own invitations. The verbiage will clearly share that this event is a fundraising event, to ensure your contacts are prepared and comfortable throughout the event. Invitations should also provide our website & mailing address for any guests that would like to donate in lieu of attending the event.
- Print Event Materials. The Arizona Pet Project will provide printed materials and donation materials for the event, to be given out to guests, based on the scope of the event and host's preferences.
- Day-of Staff Support: At least one Development Team staff member will attend your event, assisting with the event flow, guest list details & donation collection.

Please keep in mind that the above responsibilities represent an initial overview of the event. Additional assistance may be available, depending on the scope of the event, expected attendance and capacity of The Arizona Pet Project Development Team staff.

After you have reviewed the above guidelines, please reach out to Courtney Billingsley at Courtney@azpetproject.org, to begin planning your own House Party, benefitting The Arizona Pet Project. Thank you in advance for your support & commitment to keeping families together in our community!