



## HOST Instructions



**You've got your kit, set the date, now it's time to have a successful party!**

### **Before your party:**

1. Test your tech! You will receive the YouTube link to the luncheon program on Monday, August 24th via email from Krissy Vaio. Try your link out on your TV or screen. Need tech tips? Check out our tech videos on [wfco.org/hosttips](http://wfco.org/hosttips)
2. Explore your kit! You have lots of info that will help make your party a success. Set out your WFCO materials in a place where your guests can access them.
3. Set up your viewing area – can everyone see the program? Can everyone hear? The perfect setting will set you up for the perfect party!

### **During your party:**

1. Use the nametags and sharpie in your kit to help your guests meet each other.
2. Spread the LOVE on social media! Share your photos, your favorite quotes, and your inspirational moments – don't forget to tag The Foundation and use our luncheon hashtag #LOVEWFCO, We're on Facebook – The Women's Foundation of Colorado, on Instagram and Twitter - @WFCOLORADO
3. Fundraise! Twice during the program, you will hear our host, Karen Leigh from CBS4 Denver, ask guests to fill out their giving envelope or make a donation online, this is your cue to pass out the envelopes and pens. If you have a spare laptop, iPad, or tablet, you can set up the online giving page for your guests, just go to [wfco.org/give](http://wfco.org/give)
4. After the program collect your guest's giving envelopes and place them in the large white, self-addressed and stamped envelope included in your kit, and mail them back to WFCO.
5. Share the LOVE – small gifts for your guests are included in your kit – postcards, packs of WFCO branded playing cards and bracelets. The necklace is our thank you to you! All jewelry generously donated by Bead for Life/Street Business School.
6. Say thanks! We've included thank you cards in your kit so you can send notes to your guests.
7. Let us know how we did. Check out our post-luncheon survey: [www.surveymonkey.com/r/WFCO](http://www.surveymonkey.com/r/WFCO)



## DISCUSSION Questions



### **Dive into the inspiration and impact!**

What do you think is the most important issue facing the women and families of Colorado?

How does supporting a women's journey to economic self-sufficiency impact our whole community?

Why would a community foundation want to use research, public policy, and grantmaking to create change?

Philanthropy is the love of humankind – what do you love about being philanthropic? How does your giving reflect your values?

What part of our luncheon program inspired you the most and why?

How has the economic fallout of COVID-19 worsened gender, racial, and class inequities? How can philanthropy help?

How has the luncheon motivated you to take action? What will you do next?

## FUNDRAISING

### Tips

Tell your story – let your guests know why you support the foundation.  
Encourage your guests to share their own stories as well.

Watch the luncheon! Let us help you by sharing our work, the stories of our beneficiaries, and how they can help the women and families of Colorado.

Use the fundraising envelopes included in your House Party Kit – your guests can complete the envelope to make a cash, check, or credit card donation, sign up for PEP or EC, or request additional information.

Having a dinner, lunch, or happy hour? Ask your guests to donate what they would have spent at a restaurant.

Honor a Shero! Encourage guests to make a donation to WFCO to honor a Shero in their life.

Hosting a virtual house party? Make it a Virtuous Virtual Party! Ask everyone to donate what they would have spent for a night out to the cause you care so much about.