

## **HOW TO ORGANIZE a WOMENADE PARTY**

FIRST - Organize a small group of friends. This small group will constitute the co-founders of your local chapter of Womenade. Small parties can be done easily with 3 – 4 co-founders. Larger events might need a group of 6 – 8.

SECOND – Find a worthy cause in your community. If one of the co-founders comes into regular contact with individuals who are needy (for example a social worker who works with disadvantaged families), you can rely on that person to distribute the funds that you raise. Alternatively, you can choose an agency or cause (eg., a pediatric cancer ward in a local hospital; a shelter for battered women) to whom you can donate all your funds. Arrange ahead of time how you will be using your contributions so you can explain the specific need you will be addressing to your guests.

THIRD – Decide what kind of party you want to throw! Washington Womenade holds potluck suppers for 100 women or more at the home of a co-founder. Other Womenades have held black tie cocktail parties, outdoor barbeques, and dessert parties. Teens might hold a pizza party and ask for donations of \$10 bills, kids could throw a Make-Your-Own Sundae party and ask for change from everybody's piggy banks. Any social gathering can raise money for those with needs, no matter how small, informal, and simple.

FOURTH – Figure out what you need to throw your party. You might want to establish a checking account for your Womenade so you can write checks for your cause. (We don't write checks to individuals, only to entities, like utility companies, pharmacies, etc.) You can introduce local businesses to the Womenade concept and see if you can get donated, or discounted paper plates, wine, soda, or cakes. To keep your overhead low, keep it simple! If the co-founders cover costs of the party, you can tell your guests that every penny they give will go to someone in need.

FIFTH – Write a letter of explanation to your guests, describing the Womenade idea and informing them about the cause you have chosen to donate your funds to. Discuss your methods for making sure the contributions will always go to people in need. Design an invitation; you can use your computer and bright colored paper. Remember – the simpler, the better! Keep your overhead low!

FINALLY – Have a party!! When your guests are happily eating, drinking and chatting, introduce yourselves and offer some specific information about how their contributions will be (have been) used. Washington Womenade sets up a table (a Lemonade-Womenade Stand) where guests line up to write their checks, sign in, and write down their addresses and emails. This way when the party is over, you will have a record of all contributors, and a mailing list for future events.

***Most important – Have a great time: Eat, Drink, Be Merry and Do Good.***