

Party with a Purpose FAQs

A Party with a Purpose (PwP) helps to bring more meaning to your party. Bring your friends and colleagues together, learn about First Place for Youth, and help raise money and resources for a cause that's impacting foster youth in our community. Have fun and do something good for the community at the same time.

Organizing a PwP should be simple and painless for the Host with First Place staff's support.

Below are some answers to frequently asked questions:

1. Where can a PwP take place?

- A PwP can take place at the home of the person that has agreed to be a host, or it can occur at a neutral place such as a restaurant, community center, or local art gallery. This is completely up to the host.

2. When is a good time for a PwP to happen and how long should it be?

- A PwP does not need to be any longer than two hours. Depending on your chosen theme and focus, it could go longer.
- A PwP can happen whenever it is convenient for you and your guests.
- Please allow a minimum of 8 weeks of planning and prep time. This will ensure ample time to gather the guest list, design and send out the invitations, select a caterer (if necessary). This will also help with better attendance, by giving people time to schedule into their calendars.

3. Who should be invited?

- The host invites their personal friends, family, and professional networks. A PwP can also be a great opportunity to gather people for a reunion of former co-workers, schoolmates, and colleagues.
- If you are part of an association and using this as a professional association event, invites would go out to members and their guests.

4. Who is responsible for communicating with guests before the event?

- Host will send out the invitation and if needed, can utilize the First Place Development staff for help draft the invite.
- It is suggested that Invitations go out no later than 4 weeks before the date of the party, to give guests time to schedule the event into their calendars.
- It is recommended that the Host follow up with personal emails, text messages, or phone calls as the event gets closer to maximize attendance.

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5. Who will be responsible for planning and executing the event?

- Host will be responsible for planning and execution.
 - First Place staff are available for advice on best layout for the party, and flow of the event. This will require seeing the location ahead of time.
 - First Place staff will work with Host to determine if speakers/AV equipment are needed. Host and First Place staff will work together to determine where the main program will happen and the best set up for the program. (Where Host and speakers will sit/stand, where guests should be situated to maximize ability to see speakers, where food, program signage and materials should be placed, etc.)
- First Place can provide some signage, brochures, and correspondence and donation materials, with input from Host.
- There will be at least one (1) First Place young person as well as one to two (1 – 2) First Place staff that will attend to support the party.
 - Young people and accompanying First Place staff can be designated greeters at sign-in, mingle during the party, and be available to answer questions from guests.
- First Place staff will be responsible for transporting young people to and from the party.

6. What should the agenda and format of the party look like?

- Typical agenda for a PwP:
 - The first hour of the party should include casual mingling and eating.
 - The Informational portion happens after an hour of mingling, when critical mass has been achieved (20 – 30 minutes total)
 - Welcome - Host welcomes everyone and introduces First Place staff and young people
 - First Place representative speaks about the work of First Place. (5 minutes)
 - Youth speaker(s) to give story of their experience. (5 minutes)
 - Host closes, makes pledge/ask, and can refer guests to First Place staff. (5 minutes) (The ask can be a general ask for support or direct ask for donations to meet a goal, it is up to the host.)
 - Q & A time (10 – 15 minutes)

7. What happens after the event?

- Host and First Place Development staff convene to debrief interactions, reactions and interested parties immediately after event.
- First Place staff will work with Host on timing out and executing a follow up plan after a PwP, including drafting a follow up email to thank guests for attending.

Contact Claire Blaney at cblaney@firstplaceforyouth.org or **510-272-0979 ext. 1098** to learn more and schedule your event with us.

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