Party with a Purpose FAQs

A Party with a Purpose 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 transition-age foster youth. Have fun and do something good for the community at the same time.

Frequently asked questions:

1. **Where can a Party with a Purpose take place?**
   - A party can take place in a home, restaurant, community center, local art gallery, or similar event space. This is completely up to the host!

2. **When should a Party with a Purpose happen and when should planning begin?**
   - Timing does not need to be any longer than two hours. Depending on your chosen theme, venue and focus, it could go longer.
   - The event can happen whenever it is convenient for you and your guests.
     - Allow a minimum of eight weeks for planning and preparation to ensure ample time to gather the guest list, design and send out invitations, and select a caterer (if necessary). Giving people time to schedule it far in advance can improve turnout.
     - We recommend that Invitations go out no later than four weeks before the date of the party.

3. **Who should be invited?**
   - Start with your friends, family, neighbors, and professional network. A Party with a Purpose is also a great opportunity to gather people for a reunion of former co-workers, schoolmates, and colleagues.
   - If the host is inviting fellow members of a professional association, invites should be sent 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 First Place Development staff for help drafting the invite.
   - To maximize attendance, the host should follow up with personal emails, text messages, or phone calls as the event gets closer.

5. **Who is responsible for planning and executing the event?**
   - Host is 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 the 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 signage, brochures, and donation materials.
- There will be at least one (1) First Place young adult 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?**
   - The first hour of the party should include casual mingling and eating.
   - The informational portion (20-30 minutes total) happens after about an hour of mingling, when most attendees will have arrived.
     - 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 a direct ask for donations to meet a goal, it is up to the host)
     - Q & A (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 Party with a Purpose, including drafting a follow-up email to thank guests for attending.

For more information, or to schedule a Party with a Purpose, please get in touch!

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