

# Host a Party!

## GETTING STARTED

Register your event & receive our Host a Party Toolkit to get started!

## NEED A HAND?

Get in touch to chat about making your fundraiser a success!

[community@earthsparkinternational.org](mailto:community@earthsparkinternational.org)

## GO THE EXTRA MILE

Make it a zero waste event.

or...

Find a sponsor to match what you raise.

Recruit friends & family to bring your party to life! Pick a where, when & guest list to get the ball rolling.

## ASSEMBLE A TEAM

## FIND SPONSORS

Your party can be an intimate gathering or an open event. Decide on the location, decor, & food then try to find businesses that can donate these items.



Once you've determined the cost of the event, set a fundraising target. There are many opportunities to raise money when hosting a party including: entrance fee, raffles, silent auction of donated items, & vendors (like food trucks) contributing a portion of their profit.

## SET A TARGET

## ORDER RESOURCES

Want to decorate your party with EarthSpark branded goodies? You can order resources at [community@earthsparkinternational.org](mailto:community@earthsparkinternational.org) Make sure you order a month in advance for processing & shipping. The Host a Party Toolkit also has some DIY decoration ideas!

Don't forget to advertise your event! Posters online & at local community spots are a must. Enlist local media & your team to promote the event throughout their networks.

The Toolkit has media materials you can use to spread the word.

On the big day, remember to take photos & share the fun!

## SPREAD THE WORD

## AT THE END OF THE DAY

Be sure to let everyone know how much money was raised with their help. Loot bags are a great way to send your thanks to your guests. Funds raised can be sent via PayPal or by check. Thank you for your support!