



Fundraiser and House Party Preparation Guide

HOW TO PREPARE

- ✘ You may have already reached out to us, but if not, please send us an e-mail at info@freetheslaves.net with “House Party: [City, State]” in the subject line; or feel free to give us a call at (202) 775-7480 and ask to speak with one of our development team staffers. We will be happy to answer questions.
- ✘ Choose a date. Consider your top three to five potential contributors, and schedule around their availability. Keep in mind special dates if appropriate, like Lincoln’s Birthday (February 12) or Trafficking Awareness Month (January).
- ✘ Consider asking a few friends or colleagues to help you plan. You could list them as a “host committee” on the invitation to attract more people who will recognize the names. Consider asking a few friends or colleagues to help you plan.
- ✘ There is no strict format for a house party – **make it unique to you and your community.** What would best engage the people you know? Some possibilities:
 - ✘ Book Club Meeting
 - ✘ Formal Dinner
 - ✘ Wine Tasting
 - ✘ Cocktail Hour
 - ✘ Potluck
 - ✘ Afternoon Tea
- ✘ Guests are the most important part of any party. Of course you want to reach out to friends and family, but take some time to think about those in your community who would also be interested. Do you have a local college in your area? There may be human rights, development, or international affairs groups or professors who would love to learn more about Free the Slaves and engage with others concerned about human rights.
- ✘ Send invitations at least three to six weeks in advance and ask for a RSVP. Be creative with your invites, depending on the type of event you decide to hold.
- ✘ The invitation should ask guests to donate even if they cannot attend. (Include information about how to donate online – www.freetheslaves.net/donate – or where to send checks.) Include a RSVP envelope for print invitations.
- ✘ One of the most important aspects of the house party is to introduce new people to modern-day slavery and Free the Slaves. Reach out to all your friends, even if you think they may not be interested in the issue. You never know – the person next to you in your book club could be a secret activist!
- ✘ Make it easy on yourself, create an Evite and track RSVPs electronically. If you are making printed invitations, include a response card with your invitation that still allows guests to donate to Free the Slaves if they cannot attend. Regardless of whether you decide to do electronic or print invitations, please be clear that this is a fundraiser. You are inviting guests to give to charity and help a cause dear to your heart.

Here is a basic sample invitation for a cocktail hour:

Did you know that slavery still exists, both in the United States and abroad? For some time, I have been an admirer of Free the Slaves, an international anti-trafficking organization. They work in several countries around the globe to help free victims and rehabilitate survivors.

Please join me for a cocktail hour to learn more about modern-day slavery and the work of Free the Slaves, as well as to raise much-needed funds for the group’s anti-trafficking programs. Appetizers and drinks will be provided, and guests will be asked to contribute \$27 to symbolize the 27 million people in slavery today.

I hope to see you then!



I AM THE CHANGE.

HOW TO RAISE \$

- ✦ Set a fundraising goal as you begin planning. (For example: a goal of \$1,000 equals 15 guests giving approximately \$65.00.)
- ✦ Decide on a 10 to 15 minute speaking program. You can talk about your own personal commitment to Free the Slaves and favorite success stories. You might also show one of the videos listed later in this guide.
- ✦ Ask for money at the end of the speaking program, and be specific about the direct impact it will make. Be clear to guests about how they can make their contribution now. (Writing a check or filling out a pledge sheet.)
- ✦ Ask a few people ahead of time to serve as icebreakers – they will get out their checkbooks to get the momentum going, then circulate a basket for checks or pledge forms from others.
- ✦ Most importantly: let the room fall silent for a minute or two so that people get the idea that this is the time to make their pledge or write their check.
- ✦ You know your community, friends, and family better than we do. Plan your fundraising strategy around them. You can simply hand out Free the Slaves donation cards and suggest \$10, or you can suggest something more symbolic, like \$27 to represent the 27 million enslaved people today. Donations to Free the Slaves are tax-deductible. An acknowledgement/receipt will be sent by Free the Slaves to all donors from your party.

HOW TO CUT COSTS

- ✦ Get food and other materials donated. You may be surprised by how many companies (restaurants, florists, party stores, etc.) are willing to help.
- ✦ Ask salons, travel agents, spas, gyms, retail stores for free items to give away as party favors or silent auction items.

HOW TO ATTRACT PEOPLE

- ✦ A week or two before the event, call people you haven't heard from to encourage them to come.
- ✦ A few days before the event, call those who have said they will come to remind them of the date and time and to make sure they have directions.

HOW TO GET INFO

- ✦ Make sure to take down all participants' names and contact information (including e-mail) at the event. A Free the Slaves sign-up sheet is included in this guide for you to use. Follow up with a phone call to thank each guest for attending. If they've made a donation, thank them for that too.



Fundraiser and House Party Timeline

4 to 8 weeks before event:

- Determine the where, when, who, why and what of the event.
- Write out an action plan and a to-do list.
- Create the invitation list.
- Arrange for a friend to help host or develop a committee.
- Develop a budget (how much you can afford to spend on hosting the event, and estimated costs) and a list of things to purchase.

3 to 6 weeks before event:

- Mail invitations with driving directions and a request for RSVP; or send out an Evite.
- Reserve any necessary equipment.
- Begin to plan the speaking program and determine speakers and how much you plan to ask attendees to donate to Free the Slaves.

1 to 2 weeks after mailing invitations:

- Call invitees to encourage their participation (this will increase your turnout).

1 to 2 weeks before event:

- Plan the meal and/or refreshments.
- Purchase beverages and supplies.
- Prepare speakers with background materials and an outline of what you would like them to say.
- Secure any needed volunteers to be greeters, bartenders, servers, cooks, as well as those to hand out informational flyers about Free the Slaves, and those who will collect checks as needed.

1 to 5 days before event:

- Obtain rented or borrowed equipment.
- Print a sign-in sheet to use at the event (sign-up sheet is included later in this guide).
- Print donation forms or obtain donation envelopes to have on hand (donation form is included later in this guide).
- Print plenty of informational packets on hand to give to guests. (An info sheet about Free the Slaves is included later in this guide).
- Set up the beverage area.
- Designate a table to hand out information packs about Free the Slaves.

Day of event:

- Set the table or arrange the room to accommodate the number of guests and the type of event.
- Have a place for your guests to place their coats or other personal items.
- Ask all volunteers to arrive early to help with last minute details and receive instructions for their duties at the party. (Have refreshments or gifts for the volunteers.)

After the event is over:

- Tally up the amount raised and send sign-up sheet, checks, envelopes to: Free the Slaves, 1320 19th Street NW, Suite 600, Washington, DC 20036
- Call the Free the Slaves development team at (202) 775-7480. We like to learn how much was raised, how things went, and what Free the Slaves could do to help make future house parties even more successful.
- Important! Send an e-mail to all guests to thank them for coming, stating how much was raised collectively, and reminding them that their contributions will be used by Free the Slaves to combat trafficking at slavery hotspots around the world. Consider including a list of all donor names, and invite anyone who had not donated to make a contribution. Include instructions for how to still contribute by mailing a check to Free the Slaves in Washington or donating online (www.freetheslaves.net/donate) and explain that the following week another e-mail will be sent out with an updated list of donors. (People tend to give when they know that their name will go on a public list.)









Background Information

About Free The Slaves

Free the Slaves liberates slaves, helps them rebuild their lives, and transforms the social, economic and political forces that allow slavery to persist. We support community-driven interventions in partnership with local groups that help people to sustainable freedom and dismantle a region's system of slavery. We convince governments, international development organizations and businesses to implement key changes required for global eradication. We document and disseminate leading-edge practices to help the anti-slavery movement work more effectively. We raise awareness and promote action by opinion makers, decision makers and the public. Free the Slaves is showing the world that ending slavery is possible.

Current Frontline Anti-Slavery Projects

-  India
-  Congo
-  Brazil
-  Nepal
-  Ghana
-  Haiti

Details of each country program are available online: www.freetheslaves.net/ourwork

Handouts


Handouts about modern-day slavery and Free the Slaves work can be downloaded from our website and printed: www.freetheslaves.net/aboutslavery.

Vimeo and YouTube

Visit our Vimeo (www.vimeo.com/freetheslaves) or YouTube (www.youtube.com/freetheslaves) pages to see short videos on human trafficking, including coverage of Free the Slaves work abroad. These videos provide a great introduction to modern-day slavery and Free the Slaves:



-  Slavery in Your Pocket: The Congo Connection
-  Becoming a Slavery-Free Business
-  Turning the Tide: Fighting Slavery in Nepal
-  Triggering Hope: Fighting Slavery in India

You can also view full-length documentaries online: www.freetheslaves.net/films

-  Slavery: A Global Investigation
-  Dreams Die Hard

TED Talks

There are also two TED Talks about our work, featuring Free the Slaves Co-founder Kevin Bales and humanitarian photographer Lisa Kristine:

-  Kevin Bales: How to combat modern slavery
(blog.ted.com/2010/03/29/how_to_combat_m/)
-  Lisa Kristine: Photos that bear witness to modern slavery
(www.ted.com/talks/lisa_kristine_glimses_of_modern_day_slavery.html)



Background Information

Books

-  *Slavery*
Photography by Lisa Kristine, Foreword by Archbishop Desmond Tutu
-  *To Plead Our Own Cause: Personal Stories by Today's Slaves*
Kevin Bales and Zoe Trodd
-  *Ending Slavery: How to Free Today's Slaves*
Kevin Bales
-  *The Slave Next Door: Human Trafficking and Slavery in America Today*
Kevin Bales and Ron Soodalter
-  *Disposable People: New Slavery in the Global Economy*
Kevin Bales
-  *Understanding Global Slavery: A Reader*
Kevin Bales
-  *Modern Slavery: A Beginner's Guide*
Kevin Bales, Zoe Trodd, and Alex Kent Williamson

Visit www.freetheslaves.net/books for information on ordering Free the Slaves books.



Donation Form

To strengthen Free the Slaves work around the world, I have enclosed a donation in the amount of: \$ _____.

Name: _____

Credit Card Information

Visa MasterCard American Express

Card Number: _____

Expiration Date: _____

Security Code on Card: _____

Name on Card: _____

Signature: _____

Make it a recurring monthly donation to support sustainable freedom!

My employer will match my donation. Name of employer: _____

Donations to Free the Slaves are tax deductible to the extent allowed by law.

E-mail a receipt to: _____

Sign me up to receive e-updates from Free the Slaves



Donation Form

To strengthen Free the Slaves work around the world, I have enclosed a donation in the amount of: \$ _____.

Name: _____

Credit Card Information

Visa MasterCard American Express

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E-mail a receipt to: _____

Sign me up to receive e-updates from Free the Slaves



Sign-Up Sheet

Sign up to join the anti-trafficking movement! We will send you updates about Free the Slaves projects and successes.

Name	Email	Phone	Address	City, State	Zip Code