

# R I G H T C A R E

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## How to Host a House Party

*\*Originally adapted from the works of Marshall Ganz, Harvard University; modified by Stephanie Aines and Dusan Stojic for the purpose of the Right Care Alliance.*



### **RIGHT CARE ALLIANCE HOUSE PARTY CAMPAIGN**

Thank you for taking part in transforming health care by hosting a house party. You are playing a very important role in building this grassroots movement!

#### **What is the Purpose of a House Party?**

House parties are small group gatherings that can take place in a home, community center, place of worship, restaurant, etc. (They do not have to be in a home.) House parties help us by reaching our neighbors and friends and engage them in a less formal setting to learn more about the Right Care Alliance (RCA), to share their thoughts about health and health care, and to decide if they would like to be a part of transforming health with the RCA.

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House party discussions focus on motivating people through values and moving them to action—not debating issues or specific policies. Participants get to know other people and have conversations about their own stories and values and our shared values as a community. We talk about our community, the challenges we face, and our place in the solution.

A House Party is a chance to develop leadership and move others into action. It is not actually a party, but rather an intentional discussion. House Parties are also a good testing opportunity for volunteer leadership, because anyone who succeeds at turning out 10-15 people to a meeting is someone capable of organizing and leading other volunteers.

House Parties lay out our overall campaign and challenge participants to take specific action steps that will help us build the capacity to change our health and our health care system.

## **What are the Goals?**

- 10-15 people in attendance (per house meeting)
- Encourage attendees to hold their own house meeting
- Everyone present makes a commitment to their own contribution to the chapter/council
- Mobilize attendees and volunteers to participate in next action steps of organizing effort

## **Host Responsibilities**

### **Before**

- Brainstorm a list of 30 friends, family supporters and potential supporters to invite to the meeting. You will need to invite 30 to actually get 10-15 there.
- Make calls to the 30 people on your list to invite them to the meeting using the brainstorming sheet.
- Work with a Right Care Alliance Organizer to get lists of others you can call to invite in your neighborhood (if you don't know who to ask, talk to Steph)
- Coordinate logistics

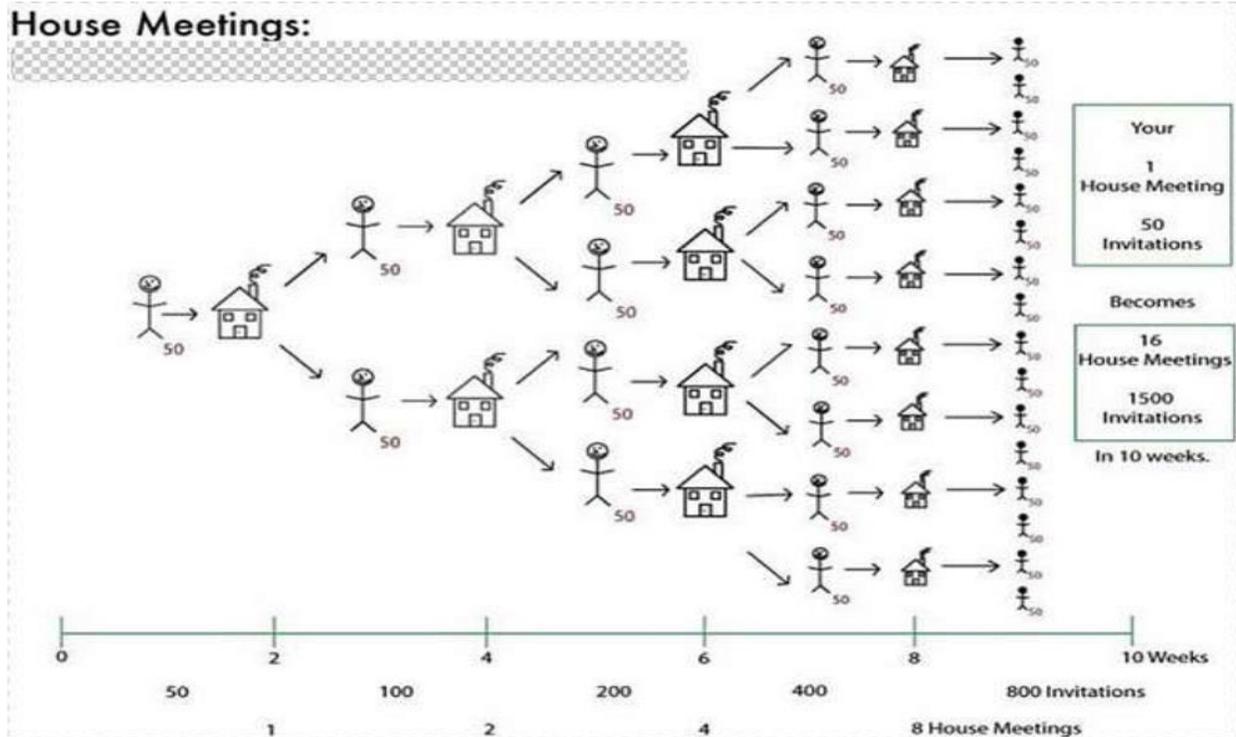
### **During**

- Have all flyers and sign-up sheets printed
- Introduce yourself - be prepared to give a short explanation of why you became involved/what inspired you

### **After**

- Follow up personally with everybody who attended. Thank them for something specific that they did or said.
- Attend another house party
- Report all attendees, information gathered on the campaign and other data to an RCA Organizer

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*Here's the vision of how house meetings can exponentially grow a grassroots organization (vision is established with 15-20 persons per house meeting).*

## House Meeting Host Guide

### PREPARING FOR THE MEETING

- Invite your Family, Friends, Neighbors, & Co-Workers:
  - Use the "House Party Planner" (on the next page) to brainstorm 30 people you can invite to your event.
  - Think about friends, family, neighbors, co-workers, and acquaintances that might be interested in learning more about the campaign. Aim to invite at least 30 people to ensure you have 10-15 people in attendance. The best way to invite people is to make a personal ask - either in person or over the phone.
- Recruit Online:
  - Advertise your event through e-mail, over twitter, on Facebook and/or any other social networking sites that you are a member of.

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- Get your Materials in order before the house party:
  - The “House Party Planner”
  - Sign-in sheets
  - Any videos you might want to show
  - Flyers
  - Printed agenda
  - Snacks and beverages for your guests
- Talk to your guests about what accessibility needs
  - Offer to print on extra large font
  - Make sure that you have snacks for everybody’s dietary needs whenever possible
  - Communicate how anybody in a wheelchair or who has challenges with stairs
  - Offer to arrange other accommodations so that everybody can be included



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**DURING THE MEETING**

- See agenda below

**AFTER THE MEETING**

- Type the names and email addresses from your sign-in sheets and send to Organize@rightcarealliance.org.
- Thank your guests:
  - Send individual thank you emails/notes to all of your guests.
  - Follow up with those who committed to host a House Party.
  - For those who didn't sign up to volunteer, thank them for coming and make sure to let them know about your next event.

**House Party Planner**

Our goal for a successful House Party on \_\_\_\_\_(date) is to have 10-15 people attend your meeting.

To actually have 10-15 people there, however, will mean inviting at least 30 of your family, friends, neighbors and co-workers. Use this brainstorm sheet to think of those you want to invite.

Name	Phone #	Email	Invited (Y/N)	Commit (Y/N)	Confirm (Y/N)	Notes
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**Instructions for filling out the form:**

**Name:** Please print the invitee's full first and last name, phone # and email. If no email, please note with N/A.

**Invite:** Please mark yes, no, maybe or left message (LM). This will help you track who you need to contact and who you should be calling to for confirmation. If you drop off paper invitations, please call to follow up. Follow-up all calls with emails and all emails with call.

**Confirm:** Please mark yes, no or left message (LM). You should call every invitee who said yes or maybe, and every invitee who only got a left message. Please do not assume that anybody will come without a confirmation. It can't hurt to give people a quick reminder, and we need to know how many people will be at a meeting to make that meeting as effective and enjoyable as possible.

**Data:** Please get all this sheet and the sign in sheet to [organize@rightcarealliance.org](mailto:organize@rightcarealliance.org) within 24 hours.

**Notes:** If the invitee cannot come to your house party, please write why, and if somebody else should invite this person to another house party on a different date. If they will be at the party, please write anything you think we should know about them before the meeting.

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## Recruiting For Your House Party

### Example Call Scripts for Host

Call No. 1

The purpose of this call is to invite friends/family to your event. This script is not meant to be followed verbatim – feel free to take liberties with it, this is merely a conversation between you and your friends. Make sure that you have the “House Party Planner” handy so you can write notes down during each call.

Call No. 2

The purpose of the second call is to confirm that the person will be attending the house party. The call should be made no later than 24-48 hours before the actual house party

Email Confirmation

## HOUSE PARTY AGENDA

**80 Minutes Total**

**0:00 Welcome & Introductions (host leads, 5 min)**

**0:10 Organizer’s Story of Self, Campaign Story of Us and Now (5 min)**

*Organizer shares personal Story of Self (2 min)*

*Organizer shares campaign Story of Us and Now (3 min)*

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**0:15 Pair and Share (organizer and host facilitate, 10 min)**

*Have participants break into pairs and share their reasons for coming to the meeting*

**0:25 Group Discussion (host and organizer facilitate, 15 min)**

*Questions: Why do you care about the state of health and healthcare--in your life, family, and community? Why were you called or motivated to attend this meeting?*

**0:45 Strategy Session (host or organizer, 30 min)**

*Presentation of RCA video*

*Discussion of video and future RCA work*

*Opportunity for feedback & input into strategy process*

*\*if large group - option to break into smaller discussion groups for discussion*

**1:15 Action Ask (host or organizer, 5 min)**

1) Host a house party in the next 2-3 weeks?

2) Sign up for a Right Care Action Week event?

1:20 Evaluation and Debrief (host or organizer, 5 min)

1:25 Thank you and Next Steps reminder (host, 5 min)

1:30 End Meeting



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WORKSHEET:

ASSIGN TEAM ROLES FOR PARTY:

Role	Responsibilities	Name
Greeter & Sign In	Welcome and sign in of attendees at entrance. This should not be the host or organizer - you can give this role to somebody brand new.	
Organizer	Delivers Story of Self, Us and Now + facilitates meeting with host. You might have one person who is both the host and the organizer, but if you can, try to have both. The organizer should be somebody who has led a house party before. The organizer makes the hard ask of people in the meeting to take ACTION	
Online Organizer	Takes pictures of event to write a blog, tweet or post Facebook update after or during the event.	