THE UNITY FUND
CAUSA JUSTA // JUST CAUSE

House Party Check List

What	Who	When (Week Number)												Done
		1	2	3	4	5	6	7	8	9	10	11	12	
1. Choose date, time, and location of house party														
Make a workplan check list and budget														
2. Brainstorm as large an invitation list as possible														
Track down emails and addresses for invitees														
Prepare invitation and reply slip														
Mail invitations														
3. Make calls to confirm attendees, ask others to still give														
Two days before house party, make reminder calls														
4. Prepare the program and pitch														
Gather the materials needed for the party														
Choose music and party decorations														
Buy and prepare food and refreshments														
Hold the party														
5. Send thank-yous														
6. Evaluate														