

# Feed Durham

## Party Planner Instructions

1. Now that you've downloaded the party pack, don't forget to register your party at [feeddurham.com/register](http://feeddurham.com/register).
2. Begin to Pray for your neighbors and Prepare for your party.
3. Invite
  - a. Personal invitations work best!
  - b. Invitation cards are available for pick-up at **STORYCHURCH** or use Facebook Events, EventBrite, Evite, PaperlessPost or other online invitation websites to invite your guests. There are shareable images on the [feeddurham.com/resources](http://feeddurham.com/resources) page you can use.
  - c. If your neighborhood is registered on [NextDoor](#), utilize the message board to invite your neighborhood, as well as the surrounding neighborhoods, to participate.
  - d. Communicate 3 things: "Having a Party" "Here's Where & When" "Here's Why!"
4. **Throw your Party: below are suggestions for the different types of parties you can plan. From beginner to advanced party planning, there's a way to make Feed Durham work for you.**

### Level 1: Pick-up Only

- Use the cards or an online invitation tool to let your friends know the day and time you are collecting cans.
- Instruct your neighbors to leave the cans in a bag on their doorstep.
- If at work, set up a box in the break room or outside your office, where co-workers can place their cans.

### Level 2: Small Gatherings

- Have a dessert party at your home or during lunch at work. Having ice cream or other sweets will encourage your neighbors or coworkers to hang around for a little while. This is a great opportunity to share more about Feed Durham and **STORYCHURCH**. If you plan the party at your home, you can set up lawn chairs in the front yard so people can sit down and chat while they enjoy their dessert.
- OR Plan a potluck dinner or lunch in the common area/clubhouse of your neighborhood or in the breakroom at work. Make sure to bring plates, napkins, cutlery, and any other supplies that may be needed.

### Level 3: Full Scale Party

#### Prior to the Party: Be outside Often & Interact with Neighbors

- Create a “Yard Sign” and/or Poster out at the Party Location
- Encourage Neighbors and Co-workers to be Collecting Cans
- Follow up with anyone who has not RSVP'd
- Reply to anyone who has e-mailed or called you & remind them

#### Plan your Party

- Make sure you have music of some kind (it makes a huge difference)!
- Get your Supplies: Plates, Cups, Napkins, Utensils, Meat, Buns, Side Dishes, Chips, Dessert, Condiments, Propane (if grilling), Ice, Drinks
- Have boxes ready to Collect Cans.
- Create a sign-in sheet for your guests. This way you can send thank you cards/emails later.

#### Day of the Party

- Set up for your party well before it begins (turn on music, create buffet line, put out **STORYCHURCH** Invitation Cards, Set boxes out for cans, etc.)
- As your guests arrive, have them fill out the sign-in sheet with all of their information
- During the party: Have a great time, get to know your neighbors/co-workers, Take 5 minutes when people are finishing up their meal and say 4 things:
  - a. Thank them for coming
  - b. Explain the vision for why **STORYCHURCH** wanted to do this.
  - c. Talk about the goal of raising 2,500 cans
  - d. Invite them to come to church with you on Sunday September 11<sup>th</sup> and see what 2,500 cans looks like!!!

#### 5. Bring your cans: Saturday, September 10 –9am-1pm

- Bring all of the collected cans (in boxes) from your party to **STORYCHURCH**! Be sure to include the card with your party name and number of cans!  
100 Pleasant Dr. Durham NC 27703

#### Post-Party: Thank your Guests:

- Fill out Thank You Cards: Sample Card below.

Dear **Joseph**,

Thank you so much for coming to our Feed Durham Party at **our clubhouse**. Our party collected a total of **130** cans, which helped **STORYCHURCH** raise a total of **2,500** cans for the Food Bank of Central & Eastern North Carolina.

It is so awesome to know that we are helping feed our community that is in need.  
Thanks for helping with Feed Durham 2016!

*\*Feel free to include other personal information as well.*