House Party Planning Checklist

**Supplies:**
- Food
- Beverages
- A projector, TV, or computer with an internet connection to show the provided videos
- Speakers for the videos and music
- GreenWave handouts
- Sign-in Sheet

**One Month Out**
- Pick a location, date, time: If you’re unable to host at your home, consider local businesses or community centers.
- Email team@greenwave.org to let us know about the date, location, and a few details about your event.
- Build a guest list: Invite friends, neighbors, and colleagues. Recruit co-hosts to help you organize the event and invite their contacts. A good rule of thumb is to invite four times as many people as you hope to attend.
- Send invitations. Choose whatever is convenient for you and your guests - email, Facebook events, e-invitations, or paper invitations are all great options. If you’re planning a potluck, let guests know ahead of time.

**Two Weeks Out**
- Plan your menu and create a shopping list. If possible, feature restorative crops! Consider cooking up kelp recipes featured in *Eat Like a Fish* or serving up shellfish. Planning a potluck? Check in with guests. Check out Blue Evolution, Atlantic Sea Farms, Barnacle Foods, Salt Point Seaweed, and Akua for innovative seaweed products! If you’re preparing kelp, be sure to secure your kelp products ahead of time.
- Confirm your guest list and follow up with anyone who hasn’t responded. If they are unable to join you, ask if they’d still be willing to Give to GreenWave.
Week Of
- Gather any food, drinks, and reusable (or recyclable/compostable) utensils and dinnerware.
- Communicate any logistical details with guests (i.e. parking).
- Print the sign-in sheet, GreenWave handouts, and line up any other resources you want to hand out.
- Send a reminder email to those who RSVP’d yes.

Day Before
- If possible, prep food ahead of time.
- Test your music and video set up.

The Big Day
- Set up your food and drink preparations. If hosting a potluck, arrange a space for folks to put their food.
- Set up the room so it’s a friendly space for mingling and viewing the video.

Post-Party
- Send a personal thank you email to guests.
- Forward your sign-in sheet to team@greenwave.org so your guests can receive updates from GreenWave.
- For any cash or check donations collected, please contact donations@greenwave.org for further instructions.

Sample Agenda

In case you want a guideline, here is a party timeline for a 2-hour event you can use and modify:

6:00–6:30 Host welcomes arriving guests and thanks them for their interest and commitment. Ask guests to sign in using sign-in sheet (see sign-in sheet at the end of this document) so that we can keep them updated about GreenWave in the future.

6:30–7:00 Guests mingle, enjoy food and drinks.

7:00–7:30 Host addresses group and welcomes them. Sharing a personal story about your connection to GreenWave or focusing on one or two issues most important to you is an effective way to share your message. If there are others in attendance who are also connected to GreenWave or the work, you may want to ask them (ahead of time) to share a few words.

Introduce GreenWave, explaining the mission, goals, programs, etc. (using organizational materials provided or showing the website).

Use this as an opportunity to show this video.
7:30–7:40 Host explains why they support the organization and asks guests to make a financial contribution to the work of GreenWave. Provide a way for your guests to make donations online in the moment (or provide the link to our donation page). Let guests know that donations are not required, but they are very much appreciated.

7:40 and on: Host thanks guests for their support. Host invites guests to have more to eat and drink.

**Sample Invitation**

Subject: You’re invited to a GreenWave House Party

Text: Please join me to learn more about and support GreenWave: a new generation of ocean farmers feeding the planet and building a blue-green economy in the era of climate change.

GreenWave is a non-profit that works to replicate ocean farms while scaling the demand for farmers’ crops. Bring your checkbooks and contribute to the future of restorative ocean farming!

Date:  
Time:  
Location:  
Direction:  
*Your own message, including any other useful information about your party (what will be served? Consider asking each guest to bring friends!)*

**Sample Thank you Email**

Subject: Thanks for supporting GreenWave!

Dear [name],

Thanks for attending the house party in support of GreenWave. Thanks to your generous support, we were able to raise a total of $[dollar amount]!

Ways to stay involved:  
Follow @GreenWaveOrg on Facebook, Twitter, and Instagram  
Subscribe to their monthly newsletter “Catch of the Month”  
Consider becoming a monthly donor

Thanks again for your commitment to restorative ocean farming.