

## House Party



*A private house party is an intimate way to host a fundraiser to benefit the MDSC. Invite your family, friends, neighbors, and co-workers to have a good time, network, and have the opportunity to get to know the organization that is important to you in the comfort of your own home.*

**What:** A house party with purpose. You can be as creative as you want to be and really have fun with this. Whether it's during a holiday or not, a theme always makes a party more fun and memorable. As host, you will decide on a theme, who to invite, provide food, beverage, location, and entertainment if desired.

**Cost:** There would be no cost to attend rather guests would provide a donation to event. It's always helpful for the host to list suggested donation amounts on the invitation. It is recommended to provide three specific amounts and then a fourth "other amount" option. Please keep in mind levels should align with your audience and type of party.

**How:** Use Evite, flyers, invitations, but the more "buzz", you create, the more successful the event will be. Remember, these are your friends and they want to help you with your cause, but if you plan a great event, they will want to be there because it is a great time.

Select Follow these **(e)asy** steps to organize this fun, interactive, and unique experience!

1. Schedule a day, time, theme, suggested donation amounts, and guest list for your house party.
2. Complete the MDSC's Community Fundraising application online (Click Apply Now).
3. Send your invitation out asking your guests to join in the fun (highlight theme) for a benefit the MDSC, an organization that is important to you.
4. Send personal thank you notes to your guests within 1-2 day following the event.
5. Please send one check made payable to the MDSC, representing the remaining proceeds, to the address listed below:

Massachusetts Down Syndrome Congress  
Attn: Community Fundraisers  
20 Burlington Mall Road – Suite 261  
Burlington, MA 01803

6. For the MDSC to properly acknowledge your guests, you must provide us with a contact list including first and last names, addresses, and the donation amount (Excel format preferred) that is sent in with the donation.

# Sample Invitation

Listed below are the key pieces of information we recommend you include on guest invitations. Here is our suggested template:

You're invited to attend a special event at my home that I'm hosting to help raise funds for the Massachusetts Down Syndrome Congress (MDSC). This will be a fun experience and a great way to support this wonderful cause! Your involvement will directly benefit all MDSC programs and services such as Parent's First Call, Advocates in Motion (AIM), Teacher Partnership Network, Educator's Forum, Annual Conference, and Legislative Advocacy efforts.

**Where:** Your address

**When:** Date of fundraiser and time

**Cost:** Amount determined by host. We suggest you use the suggested amounts above. There is always the opportunity to give an additional donation to the organization if you would like. Remember, you can choose the way you want your guests to donate, whether before, during, or after the party.

**RSVP:** Select a date that is 2-3 weeks prior to event. Include what's best to reach you at – phone or email. We recommend you adding a deadline date for when you need their check by. The checks should be made payable to the organizer (you).

*Thank you for making a difference in the lives of people with Down syndrome!*