



HOUSE PARTY KIT 2006

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Planning your Party – 10 Easy Steps

1. DATE - Choose a date for your Party. Plan to give yourself enough time to contact guests. (4-6 weeks is the usual amount of time needed to plan and organize your party).

2. THEME - Although a theme is not required, it may be a successful marketing tool for your party. Some suggestions are:

- Kansas Democratic Victory 2006 Party
- Debate Party (get together to watch a televised debate)
- Holiday Party
- Sporting Event Party

3. LOGISTICS - Will you need food? If so, what kind of food? What kinds of drinks will you serve? Will you be using a caterer or preparing food yourself? What is your timeline for the Party?

4. GUEST LIST - Organize your guest list. Decide on a manageable guest list and enter each name, address, phone number, and email address on the tracking sheet provided.

5. CONTRIBUTIONS - Choose a contribution amount that you think your guests will be able to afford, but shoot high. You may alter the amounts as you go if need be. You may want to have different contribution levels for your guest list. You should decide this early. Write down your asking amount for each guest on the tracking sheet under the “ASK” column.

6. SOLICITATIONS - Begin solicitations for your Party early. The earlier your invitation goes out, the more likely you’ll be to get a positive response. You are being provided a sample letter and invitation flier as a guide, or feel free to be creative. **Your invitation MUST INCLUDE OUR DISCLAIMER as shown on back page.**

Special Note: As soon as the invitations/fliers/letters go out, begin to make phone calls to your guest list. When making calls, use the tracking sheet to record notes so that your follow-up phone calls will be easier.

7. GUEST LIST - Finalize your guest list. Before your party, make sure that you have a clean list of everyone attending, and how much they will be contributing.

8. HANDOUTS – You should have literature on a table when guests arrive, i.e. voter registration forms, volunteer sign-up sheets, etc. You can download these forms on www.ksdp.org to print off or call us at 785-234-0425 if you would like us to mail you some.

9. DURING and AT YOUR PARTY - Have a check-in table to sign people in and collect checks and have someone who can be at the table while guests are arriving. **HAVE FUN!**

10. AFTER YOUR PARTY – Call us and let us know how your party went. Send in checks and a copy of your guest list to the Kansas Democratic Party, Attn: Jenny Davidson, PO Box 1914, Topeka, KS 6604-1914.

INVITATION FLYER



YOUR NAME and the KANSAS DEMOCRATIC PARTY

Cordially invite you to a very special

THEME House Party

*To support the 2006 campaign to return Hope to the Heartland.
I am inviting you to an (event). The proceeds will go towards Kansas Democratic
Party activities for the November election.*

*EVENT DATE
EVENT TIME
EVENT ADDRESS
TICKET PRICE: \$ _____
RSVP is required*

For more information or to RSVP
Please call (YOUR NAME HERE) at (PHONE NUMBER).

Contributions to the Kansas Democratic Party are not tax deductible for federal income tax purposes. Your contribution may be used in connection with federal elections and is subject to the limitations and prohibitions of the Federal Election Campaign Act. Please make your check payable to the Kansas Democratic Party. Federal and state laws requires us to use our best efforts to collect and report the name, mailing address, occupation and employer for each individual whose contributions exceed \$150 in a calendar year.

House Party Information Form

HOST INFORMATION:

Name: _____

Your Address (Party Location): _____

City: State: Zip: _____

Daytime Phone: _____

Evening Phone: _____

Email: _____ Fax: _____

To comply with FEC guidelines for a house party, your house party must be in your home or a party room, rec room, pool, or at a community or church room that makes facilities available without regard to political affiliation and that is regularly available for noncommercial uses.

Please take a moment to read the fundraising guidelines in this packet. Please be aware that fundraising for a political party is regulated by the Federal Election Commission. By agreeing to host a house party, you agree to the following rules:

- As a Host, I acknowledge that I am volunteering my time and efforts.
- I have not been authorized to act as an agent or representative of the Democratic Party of New Mexico.
- If I hold a house party fundraiser, I will comply with the legal requirements pertaining to the raising of money, including all contribution limitations and prohibitions.
- If I spend any money to hold this event, I will spend no more than \$2,000 in personal funds and comply with all legal requirements pertaining to the expenditure of the money, including any applicable reporting requirements.

PARTY INFORMATION:

How many people do you plan to invite?

What is the suggested contribution?

Please fax this form to us as soon as possible.
Fax to Jenny Davidson at 785-234-8420 or email it to jdavidson@ksdp.org

CONTRIBUTION INFORMATION FORM

(To be filled out by contributors)

PAYMENT INFORMATION:

Enclosed is my check in the amount of \$_____.

I wish to charge my contribution to my personal credit card in the amount of \$_____.

VISA MASTERCARD DISCOVER AMERICAN EXPRESS

Name on Card (exactly as it appears): _____

Account Number: _____ Expiration Date _____

Authorized Signature _____

*Name: _____

*Address: _____

*City: _____ *State: _____ *Zip: _____

*Occupation: _____ *Employer: _____

Work Phone: _____ Home Phone: _____

Email Address: _____

***Required**

Contributions to the Kansas Democratic Party are not tax deductible for federal income tax purposes. Your contribution may be used in connection with federal elections and is subject to the limitations and prohibitions of the Federal Election Campaign Act. Please make your check payable to the Kansas Democratic Party. Federal and state laws requires us to use our best efforts to collect and report the name, mailing address, occupation and employer for each individual whose contributions exceed \$150 in a calendar year.

Federal law requirement:

() I confirm that the following statement is true and accurate.

- I am a United States citizen or a permanent resident alien.
- This contribution is not made from the general treasury funds of a corporation, labor organization or national bank.
- This contribution is not made from the treasury of an entity or person who is a federal contractor.
- The funds I am donating are not being provided to me by another person or entity for the purpose of making this contribution.

Paid for by the Kansas Democratic Party, www.ksdp.org, not authorized by any candidate or candidate committee

INVITATION LIST

FIRST NAME: _____
LAST NAME: _____
ADDRESS: _____
CITY/STATE/ZIP: _____
EMAIL: _____
PHONE: _____
PAYMENT RECEIVED: _____
NOTES: _____

FIRST NAME: _____
LAST NAME: _____
ADDRESS: _____
CITY/STATE/ZIP: _____
EMAIL: _____
PHONE: _____
PAYMENT RECEIVED: _____
NOTES: _____

FIRST NAME: _____
LAST NAME: _____
ADDRESS: _____
CITY/STATE/ZIP: _____
EMAIL: _____
PHONE: _____
PAYMENT RECEIVED: _____
NOTES: _____

FIRST NAME: _____
LAST NAME: _____
ADDRESS: _____
CITY/STATE/ZIP: _____
EMAIL: _____
PHONE: _____
PAYMENT RECEIVED: _____
NOTES: _____

KDP DISCLAIMER

MANDATORY ON ALL SOLICITATIONS:

All solicitations MUST include the following disclaimer to comply with Federal Election Law

Contributions to the Kansas Democratic Party are not tax deductible for federal income tax purposes. Your contribution may be used in connection with federal elections and is subject to the limitations and prohibitions of the Federal Election Campaign Act. Please make your check payable to the Kansas Democratic Party. Federal and state laws requires us to use our best efforts to collect and report the name, mailing address, occupation and employer for each individual whose contributions exceed \$150 in a calendar year.