



Pride  
Foundation

Party Kit

You already know that there are so many ways that you can support Pride Foundation. Maybe you are already a donor, a volunteer, or a fundholder. Maybe you've attended our events in the past, and even brought friends and family along.

And now you're looking for a way to have an even bigger impact. **You want your community to share in your excitement, and to become supporters themselves.**

Sound like you? **Then you're ready to host a Pride Foundation Party!**



## Welcome to your Pride Foundation Party Kit!



Hosting a Pride Foundation Party is an easy way for you to bring people together to eat, drink, donate—and become inspired to be part of our family of supporters.

Invite your friends, family, colleagues, and community over to your house or apartment, a local brewery, or for an outdoor BBQ. Then tell them why you care about Pride Foundation. Finally, leave them with easy ways to donate or get involved. Oh—and have some fun!

We're about to walk you through the basics of hosting in this toolkit.

### Contents of this Guide:

[Preparing for Your Party](#)

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### You can find more tools on our Party Kit Page, including:

- An example sign-in sheet, invitation, and thank you message that you can use as-is or edit to suit your needs
- An event prep checklist
- All-gender restroom signs
- Spotlight cards that highlight different areas of Pride Foundation's work
- Example Pride Foundation stories
- Example Land Acknowledgement

# Preparing for your party

*We're keeping this kit simple—but for those of you who like a list, we've got you covered!  
You can find a detailed Party Checklist on our Party Kit page.*

## Where should I start?

First things first: if you're thinking of hosting a Pride Foundation Party, get in touch with us! Contact our Community Engagement Manager, James Hoagland, by phone at (206) 323-1507 or by email at james@pridefoundation.org. He will ask you about:

- When and where your party is happening
- Approximately how many guests you're expecting
- Your vision and goals for your party

It's okay if you don't know all of the answers—we can help you figure it out!

## If your event is a fundraiser, consider choosing a suggested donation or a fundraising goal.

Pride Foundation is donor supported and every gift is of value to our work. If you're hosting a fundraiser, having a strategy can help motivate your guests to make a meaningful gift during your party. One way to do this is to determine a suggested donation amount ahead of time. Alternatively, you might try setting a fundraising goal and announcing it to your guests—people will be motivated to donate if they feel that the goal is attainable and that they can help you reach it.

## Add flair to your party!

You don't have to go all-out to make your event unique and memorable. Your selection of time, location, food, drinks, playlist, and some decorative sparkle will all help set the mood and make the party one-of-a-kind. Looking for party favors? We can provide you with plenty of Pride Foundation swag for your guests—just ask us!

## Create your invite list and send invitations.

Not everyone will be able to make it, so don't be afraid of inviting more people than your space will accommodate. You can use the e-mail invite and Facebook event description templates on our Party Kit page as they are, customize them, or write your own. Don't forget to tell everyone how to RSVP, and by when—and don't be shy about sending a reminder to the people you haven't heard from as the date draws closer.





## During Your Party

### Ask your guests to sign in when they arrive.

You can use the sign-in form from this toolkit to make sure that guests who attend your party get directly connected to Pride Foundation after the event.

### Share Pride Foundation's story, and your Pride Foundation story.

Tell your guests about how Pride Foundation's supporters are improving the lives of LGBTQ+ people in Alaska, Idaho, Oregon, Montana and Washington. We don't expect you to be an expert on our work or to give a comprehensive overview of everything Pride Foundation—in fact, we suggest that you focus on one area that interests you. The Spotlight Cards in this kit can provide you with a handful of talking points, but don't be afraid to simply share your own story.

### Invite your guests to support Pride Foundation.

There are lots of ways to support Pride Foundation's work! Think about who your guests are and what opportunities might be a good fit for them, then encourage them to take that next step. For example, you can invite them to:

- Attend other upcoming Pride Foundation events
- Volunteer as a scholarship reviewer
- Follow us on social media (see handles below)
- Make a gift
- Host their own party!



## After your party

Your guests have gone home and the party supplies are put away—you're almost done! Here are a couple of things to remember post-party to make the most of your hard work.

### Thank your guests:

A little thanks goes a long way, so send out a quick email in the days following your party to express your gratitude. This is also a great opportunity to remind your guests of any other upcoming Pride Foundation events or volunteer opportunities. And if your event was a fundraiser, don't be shy about updating them on the results and reminding them of the effect their gifts will have in communities across the Northwest!

If anyone went above and beyond to support us at your party, please let us know—we'd love to thank them personally.

### Send Pride Foundation your materials:

Send the event sign-in sheet, any checks or remit envelopes or in-kind donation forms, to:

Pride Foundation  
Attn: Helen Stillman  
2014 E Madison St., Suite 300  
Seattle, WA 98122



# Frequently Asked Questions

## Who can host a party?

That's simple: anyone who supports our mission can host a Pride Foundation party!

## Where should I have my party?

There are so many possibilities! House parties are a popular option—there are no venue fees, and you can arrange the space in any way you'd like—but if you can't or don't want to host a gathering in your home, here are some other ideas to consider:

- Restaurant
- Brewery or bar
- Community center
- Public park or beach
- A friend or colleague's home
- Communal space in an apartment building
- Activities that dictate the space: Would your guests like playing mini-golf or bowling? A backyard BBQ? Karaoke? Maybe an outdoor excursion?

When selecting a space, keep in mind the varying needs of your guests. Will you be able to find out everything you need to about wheelchair access, gender-neutral restrooms, or transportation/parking needs? Will guests with dietary restrictions find plenty to eat? Be sure to include basic information about accessibility in your invitation. For more information about accessibility considerations, check out the accessibility checklist included in this toolkit.

## I don't know everything there is to know about Pride Foundation. Can I still host a party?

Definitely! We don't expect you to be an expert, or to be able to answer every single question that someone might ask. We've included Spotlight Cards with this kit in case you do want to brush up on the ins and outs of what we do—but the best way to really inspire your guests is to share how your own experiences connect to Pride Foundation's work. For example, tell your guests how you got involved in the work, and why you stay involved.

## How should I promote my party?

You can invite your guests using Pride Foundation's easy-to-use electronic invitation, Facebook event template, or printable invite. Include your email address, phone number, or a link to an Evite or Facebook event so your guests can RSVP for your party.

## How do I plan food and drinks for a group?

For some people, planning a menu might be where you can really let your creativity shine. For others, figuring out food and beverages for a party can feel overwhelming. If you're in the latter camp, here are a few ideas to start:

- Check with your local grocery or favorite restaurant: Store-bought platters and appetizers are a low-cost option that your local grocery store might offer. Restaurants with group-friendly dishes (think BBQ, pizza or tamales) can often prepare a large order for pickup, too!
- Make it a potluck: asking your guests to bring a dish can be a fun way to connect and create a feeling of community.
- Check out breweries: many breweries allow outside food and non-alcoholic beverages—you could provide some light snacks, water, and soda, and ask guests to pick up their own beer tab if they choose to drink.

If you could use some help estimating how much food or how many beverages you'll need, there are some convenient tools for that online. Here are two to get you started:

Food Calculator: [savethefood.com/guestimator](https://savethefood.com/guestimator)

Drink Calculator: [evite.com/pages/party/drink-calculator](https://evite.com/pages/party/drink-calculator)

**Note:** if you're planning to serve alcohol, and if your event is happening in a public space or business that doesn't have a liquor license, it's a good idea to look up the regulations in your city and state.

## Can Pride Foundation support my event?

We would love to support you! We can help you brainstorm all the facets of your unique gathering. In addition, we'd be happy to send you informational materials about Pride Foundation, as well as pens, stickers, and other Pride Foundation swag for you to share with your guests.

## Should my party have a spoken program? Do I have to speak?

A short speech can be a great way to get your guests' attention and tell them why you've chosen to host a party for Pride Foundation. It doesn't have to be formal; you can use it as an opportunity to tell your guests your Pride Foundation story, then ask for their support—whether it's through volunteering, attending a future event, or making a gift. If you'd prefer to connect with your guests one-on-one, that works, too!

## Can you send someone to represent Pride Foundation at my event?

We'd love to be invited and will do our best to send a staff member, board member, or volunteer to represent Pride Foundation at your event. Please let us know as soon as you can if you think you might like someone from Pride Foundation to be at your gathering. Even with advance notice, it may not always be possible for us to send someone—but we will do our best!

## How and why should I give a land acknowledgement?

Events that Pride Foundation organizes begin with an acknowledgement that many of us are occupying the unceded land of indigenous people. If you are hosting an event to support us, we encourage you to include recognition of the land where your gathering takes place. An example land acknowledgement from a Seattle event is included with the supplemental materials accompanying this toolkit.

Our goals in acknowledging the land are to remind our communities that many of us are guests on the soil where we now live, to express gratitude and respect to elders past and present, to acknowledge the legacy of colonization that continues today—and in doing so, to call into the space what has intentionally been buried. A land acknowledgement does not take the place of meaningful action or authentic relationships with Indigenous communities, but we believe it is a small step toward inviting those conversations into our celebratory spaces.

There are many, many resources out there for you to learn more.

If you need a place to begin your research, the search tool on this site is a good starting point: [native-land.ca/resources/territory-acknowledgement](https://native-land.ca/resources/territory-acknowledgement)

Indigenous Land Acknowledgement, Explained: [teenvogue.com/story/indigenous-land-acknowledgement-explained](https://teenvogue.com/story/indigenous-land-acknowledgement-explained)

Beyond Territorial Acknowledgements: [apihtawikosisan.com/2016/09/beyond-territorial-acknowledgments/](https://apihtawikosisan.com/2016/09/beyond-territorial-acknowledgments/)

## How can I make my party accessible?

Taking care to create an accessible party benefits not just guests with visible or known disabilities, but also guests with invisible disabilities, chronic conditions, and guests of all ages and with all kinds of bodies.

If you're hosting at home, there may be some things you can adjust (like the position of furniture, or marking food with ingredient lists and potential allergens) and other things you don't have much control over (like stairs up to the front door, or the width of your bathroom). If you're choosing a different venue, we encourage you to take accessibility into account from the start. You can look at wheelchair access routes, all-gender restrooms, adaptable ancillary spaces (for childcare, lactation, or just a quiet space), and good lighting as criteria to help you select a space for your party.

No matter where you're hosting, we recommend that you start by thinking through potential access barriers, and be sure to share them with your guests so that they know what to expect. You'll notice a section on accessibility in the example invitation and Facebook event included on the Party Kit page. We strongly encourage you to include similar details tailored to your own party space.

There are many resources online to help you think through party accessibility. Here are a few to get you started:

Are Your Events Accessible and Inclusive? Here's How to Make Sure (Splash): [splashthat.com/blog/accessible-event-planning](https://splashthat.com/blog/accessible-event-planning)

Event & Meeting Accessibility Checklist (Cornell): [accessibility.cornell.edu/event-planning/accessible-meeting-and-event-checklist/](https://accessibility.cornell.edu/event-planning/accessible-meeting-and-event-checklist/)

How to Throw a Party That's Safe—No Matter Where You're Throwing It (Vice): [vice.com/en\\_us/article/4x853d/party-fire-safety-accessibility-interview](https://www.vice.com/en_us/article/4x853d/party-fire-safety-accessibility-interview)

### **Do I have to raise money at my party?**

No, it doesn't have to be a fundraiser—it can be a “friend-raiser” instead! Getting your friends, family, and colleagues excited about our work is valuable in and of itself. Plus, as you know, there are lots of different ways for people to support Pride Foundation. Even if you're not asking for donations, you can introduce your guests to our volunteer opportunities, or invite them to attend an upcoming event with their friends or family.

### **I want my party to be a fundraiser, but I'm nervous about asking for money. How do I ask my guests to make a gift?**

Many people get nervous about asking for donations, and that's normal. We're here to tell you that it doesn't have to be scary! When your guests hear why you care, they'll care, too, and a donation is one way that they can be a part of the work. There's no prescribed way to ask, but here are a few pointers that we've found helpful:

1. **Make it personal:** Share a personal story and tell your guests why Pride Foundation's work matters to you. Don't worry about covering everything; a meaningful, emotional story has a deeper impact than facts and statistics.
2. **Ask directly, and give instructions:** This can be as simple as, “I'm asking you to make a gift to Pride Foundation today. There are donation envelopes on your table. I'm going to give you a minute to complete one.”
3. **Pause:** Guests are more likely to follow through with their gift if they do so in the moment. Leave a minute or so of silence after you ask your guests for donations to allow for this.

## How should my guests and I make our donations?

That's a great question. It's simple for you to collect donations from your guests using one of the following options. It's a good idea to pick the method that you think will work best for your guests ahead of time, so that you're able to give concrete directions to anyone who wants to make a gift. We will provide you with a simple checklist to keep track of your guests' gifts.

- **Online:** Direct your guests to go online and donate at [pridefoundation.org/givenow](https://pridefoundation.org/givenow), or using the QR code on the right. Encourage them to pull out their phones and make a gift while at the party. Friends who are unable to attend can also make donations online!
- **Cash:** Collect cash donations during your event. After the event, you can make a donation online for the total amount of cash donations collected. Please be aware that we may not be able to issue a tax receipt to individual donors if donations are made this way. Please contact us for more information.
- **Check or Debit/Credit Card:** We can provide you with donation envelopes ahead of time. Guests can enclose a check in these envelopes, or write their credit or debit card information in the space provided. To make it easy for your guests, collect the envelopes and mail them to us together at:

Pride Foundation  
Attn: Helen Stillman  
2014 E Madison St. Ste 300  
Seattle, WA 98122

**Using a QR Code:**  
Just point your smartphone camera at the square to the right to be directed to our giving page! Printable fliers with instructions for your guests are included with this kit.



## Thank You!

From all of us, thank you for hosting a Pride Foundation Party. You're helping build a world in which all LGBTQ+ people live safely and openly as our whole selves in all of the communities we call home.

We are honored and grateful that you and your friends, family, and colleagues are an integral part of the Pride Foundation family!

If you have questions or comments about hosting a Pride Foundation Party, contact:  
**James Hoagland (he/him), Community Engagement Manager**  
Email: [james@pridefoundation.org](mailto:james@pridefoundation.org)  
Phone: (206) 323-1507