



Host a PRERNA4REFUGEES Holiday Party Ideas and Resources

Join PRERNA and support new refugee families by hosting a holiday party at your home or place of business. Here are some resources and ideas to assist you with planning and inviting guests to your event. Let us know how we can help to make your party a success. Once you are ready to start your party, fill out the planning form at <http://bit.ly/2ipSL06> and submit it to PRERNA. (Refer to page 14 for an example.)

- 1. PRERNA4REFUGEES Holiday Party Themes**
 - a. Purpose: To help you choose an event theme that interests you and your guests
- 2. PRERNA4REFUGEES Party Invite Template**
 - a. Purpose: For party hosts to easily customize and send an attractive invite to their guests
 - b. Audience: Party hosts can fill in their event date, time, location, RSVP link
 - c. Suggested Timing: No later than four (4) weeks prior to the event
- 3. PRERNA4REFUGEES Party Invite Letter Template**
 - a. Purpose: Provide a customizable letter for party hosts to invite special guests, including high-level donors and/or strategic partners
 - b. Audience: Party hosts can fill in their event date, time, location, RSVP link
 - c. Suggested Timing: No later than four (4) weeks prior to the event
 - d. Recommend follow up phone calls after letters are sent out
- 4. Suggested Party Agenda**
 - a. Purpose: An internal document to help party hosts plan their event
 - b. Audience: Party hosts can adjust as needed, depending on goals and timing
- 5. Holiday Party Planning Tips**
 - a. Purpose: A guide with tips for planning, budgeting, food selection and setting a friendly environment at your party to engage guests in fun and conversation
- 6. Photography/Videography Release Form**
 - a. Purpose: A photographer and/or videographer may be available to document your event; Images may be used by PRERNA for publicity purposes
 - b. Audience: Guests must sign release forms to give PRERNA approval to use their names and any photos or videos taken of their likeness during the event

OTHER RESOURCES

- 7. Confirmation Email to Guest Template:** Send within 24 hours after guest response
- 8. Sample RSVP Tracking Document**
- 9. Event Sign-In Form:** For guests to sign in when arriving at your holiday party
- 10. Name Tag Template:** To identify your guests and encourage conversations at your event; Distribute when guests sign in
- 11. PRERNA Collateral Materials** - A limited supply of materials are available for your event upon request. See PDFs at: www.prerna4refugees.org/media-resources.
- 12. Holiday Party Getting Started and Planning Form**