

HOUSE PARTY FAQ

Q: Do I really need a host committee? Can I just put together a party on my own?

A: A host committee is not required, but it will be *extremely* helpful to share responsibility for the event with others and to expand the number of people on your invitation list.

Q: I'm ready to host a party for Congressman Wu, but how do I get people to attend?

A: To get 50 people to attend your house party, you should plan to invite at least 150 people. That may sound like a lot of people, but you'd be surprised how many people you and others on your host committee will be able to list when you begin thinking through the people you know as friends, through work or in your community. Inviting and personally contacting more people will make your party more successful! Remember, a house party is much like a regular party.

Q: Is there a minimum or maximum number of guests required for a party?

A: No. We are recommending a *minimum* fund raising goal. You should choose the number of guests that you are comfortable with.

Q: What are the best ways to invite people? How can I make sure they attend?

A1: The best way to ensure that someone accepts the invitation to your event is to invite him/her by *phone*. Sending postcards and email are great ways to follow-up with those who have agreed to attend, but nothing compares to a personal invitation in person or by phone. When you speak to the invitee, be sure to let him/her know why this is important to you and why you'd like them to be there. It's easy to ignore an email or postcard, and a phone call allows the invitee to address the invitation directly. Remember that you are looking for firm commitments, so be direct: "So, can I count on you to be there?"

A2: Go through your address book, holiday card list and email address book. Invite your family, friends, colleagues and neighbors. Post an invitation on your email list, post a message on Meetup.com, or if you visit a coffee shop or other place with a community bulletin board, post a flier. Remember to use the disclaimer. (You will see very quickly that you have strong invite list.)

A3: To ensure that everyone who committed to attend actually shows up, it's critical that you follow up with each person before the event. Ideally, your attendees should hear from you *two times* before the event:

- Two weeks before the event—send a reminder by email or regular mail.
- Three days before the party—call to confirm everyone's attendance and share your enthusiasm. (You can either leave a brief voice message or keep the call to less than 30 seconds.) **Report your final list of confirmed attendees to the campaign.**

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Q: What if someone wants to donate anonymously or wants to donate cash?

A: Both are strongly discouraged. Politely ask them to contribute online at www.wuforcongress.com or by check. (Please see “Guidelines for Raising Funds.”)

Q: Where do I send the money, contribution forms and sign-in sheets?

A: First, encourage people to contribute online. Otherwise, within 72 hours of the event, send checks, contribution forms and sign-in sheets to:

David Wu for Congress
818 SW 3rd Street #1182
Portland, OR 97204

Q: What if someone from the press learns of the party and wants to attend?

A: House Parties are “closed to the press,” which means that a member of the press can attend as an individual, but not in the capacity of a journalist. If you have any questions about the press policy, please contact campaign headquarters at 503-228-4598.