

Norouz-e-Omid - The New Year of Hope

How to Host a House Party: A Rough Guide

This will be a fun and exciting month with Norouz-e-Omid House Parties occurring internationally. We aim to make the process as hassle free as possible for you and hope that this guide will be helpful in organizing your event. These are merely suggestions, so please feel free to structure your party in the way that you see fit. As always, please feel free to email us with questions at norouz@fictionvillestudio.com.

Ten Step Method

1. Pick a date within March 2010 that is most convenient for you and your guests
2. Decide what structure you would like to set for your screening
3. Purchase the Community Screening Kit, which includes the DVD, postcards, fundraising guide, publicity tools, and Omid literature (\$185)
4. Pick a location to screen the film: home, community space, academic room
5. Invite guests and make sure to mention the importance of supporting Omid
6. Promote the event through networks and social media
7. Screen film and start a discussion afterward. Perhaps enjoy refreshments as well
8. Send the donations that you have collected directly to Omid (tax deduction applies to US and UK residents only)
9. Stay involved through the website/Facebook group/etc.
10. Follow up with guests

Ten Steps in Detail

LOGISTICS

- Day/Date: Pick a day and date that is convenient for you and your guests. Note: any conflict with other major events or weekend vs. weekday convenience.
- Time: Allow at least 2.5 hours for the event. The running time of the film is 1 hour 32 minutes.
- Location: Home, school, community center, café, library, gallery, yoga studio, place of worship, or other local venue. Note: access to parking.
- Format: Will you provide refreshments? What is the best setup for the room?
- Invitation: Invite as many people as you think you will be comfortable hosting; this may include friends, family, neighbors, co-workers, and other community members. You can make use of Evite, Facebook, or regular email to invite guests. Note: Be sure to mention that this is a fundraiser and that guests will be asked to make a contribution at the end of the event. You can also include the donation page of the Omid website: www.omid-e-mehr.org/getinvolved.html
- Guest List: Contact your expected guests to confirm attendance. Then you can better assess your needs for the night of the event.

NIGHT OF THE PARTY: Set-up

- Computer: If possible, it would be helpful to have a computer with Internet access available at the event. This way, guests can donate directly through the Omid site as well as sign up for the newsletter.
- Sign In Sheet: Collecting names, phone numbers, and email address will help everyone to maintain contact after the party.
- Photography: (optional) We would love to post photos on the website or on our Facebook page.

- Seating: Make sure you have enough seats for everyone to be able to watch the film comfortably.
- Lighting: It is important to be able to lower the lights when the film is screened.
- Technology: Test your DVD and monitor equipment, to make sure there are no problems. Also look at the DVD special features to see if you would like to screen them during the party.
- Background Music: The Iranian Chronicles CD included in the Community Screening Kit could be the perfect welcome music for your guests.

INTRODUCE and SCREEN *The Glass House*

Welcome your guests to the event, ask them to sign in, and offer refreshments. Depending on the familiarity of the group with one another, you may want to take the time to provide introductions to one another.

To prepare for the screening, talk about why you wanted to host a party and introduce *The Glass House* to the group. Mention Omid and its goals as a center for girls in Tehran. If you would like to have more information about this besides what is included in the Community Screening Kit, please visit Fictionville Studio: fictionvillestudio.com/the-glass-house.html.

Then, screen the film!

DISCUSSION and CONTRIBUTIONS

After you screen the film, many people may want to discuss their reactions. You can facilitate the conversation yourself or ask someone to do it for you. Remind your guests that the event is a fundraiser and it is important for them to contribute as generously as they can.

Donations from US and UK residents are tax deductible. Besides collecting checks at the event, donations can be made via credit card through the Omid website.

Please collect any donations you receive and send to Omid via the self-addressed stamped envelope provided to the appropriate address. More details are included on the Tax Deduction Information document found in this packet.

FOLLOW-UP

Send a thank you email to guests thanking them for attending and contributing to Omid. Encourage guests to visit the **Omid Foundation** (<http://omid-e-mehr.org/home.html>) and **Fictionville Studio** (<http://www.fictionvillestudio.com/>) websites for updates, newsletter sign-up, and social media groups.