



ASTRAEA LESBIAN FOUNDATION FOR JUSTICE

House Party Toolkit

Thank you for considering hosting a House Party on behalf of Astraea. House parties are one of the best ways to increase our visibility, use your personal networks to introduce new supporters, and raise money to give back to our communities. Your generosity helps ensure that LGBTQI groups around the world have the resources to continue their work to achieve equal rights and social justice.

Dear friends

Astraea knows that grassroots activists and movements affect real change. This June marks the 50th anniversary of the courageous and fearless actions taken by agitators, activists and dreamers at the Stonewall Riots. Astraea works year-round to advance the efforts of grassroots LGBTQI activists and movements, but we can't do it alone. Together, we are creating the future we believe is possible and necessary for our communities to thrive.

Pride conjures many events and opportunities for all of us to come together, honor trailblazers, and reflect on the status of our movement, as well as our common values, while joining together in celebration. This month and all year long, show your pride and support by hosting an event in honor of Astraea. Help us inspire your friends and family and reaffirm our shared commitment!

If you are planning to host an event during Pride, for your birthday, or for another special occasion, consider creating an opportunity to celebrate in unity

by highlighting the great contributions of LGBTQI trailblazing activists and artists at the frontlines. By making Astraea the beneficiary of your event, you can support our mission to continue to shift power and build momentum for our quest for equality and justice. We can only continue our work by raising funds so we may invest in brilliant, powerful, dynamic grassroots LGBTQI change-makers, communities, activists, and artists. Within this document, you will find all the tools needed to host an event to ensure that activists and organizations have what they need to build power and make change.

Our house party toolkit will provide you with the resources and materials to help make your house party a success while creating opportunities to unify in celebration of the future we are fighting to build.

Thank you for standing with Astraea!

Credit: Christine Chang



Getting Started

Astraea's Mission

Astraea is a public foundation, which means that we raise every dollar we spend. Rooted in LGBTQI communities and movements, we work in strategic partnership with foundations, individuals and governments to ensure that their resources reach the activists who need them most and who are best positioned to make transformational impact over time. To this end, we raise and distribute funds to programs and initiatives led by and for diverse constituencies, prioritizing groups led by lesbians and queer women, trans and gender non-conforming people, intersex people, and people of color.

In pursuing our mission, we:

Invest in LGBTQI activists, artists, and organizations that have limited access to funding but are best positioned to make transformative change.

Advocate for greater and better philanthropic resources for LGBTQI movements by helping funding reach those who need it most.

Amplify LGBTQI movement voices through media and communications to raise awareness and shift the narrative.

Propel LGBTQI organizing forward through capacity-building and leadership development.

Our mission is based on an enduring commitment to feminism, progressive social change, and an end to all forms of exploitation and discrimination. We support programs and policies that strive to eliminate oppression based on race, age, sex, religion, sexual orientation, gender identity, economic exploitation, and other such factors.

Why a House Party?

A House Party serves several important functions. First and foremost, it is a marvelous vehicle for securing new monies for Astraea's many initiatives and programs. Second, these events provide excellent opportunities to introduce new people and reintroduce old friends to the Astraea mission of advocacy. Finally, who doesn't like a party?

Next Steps

Now that you have downloaded our tool-kit, please review the outline for next steps. Happy planning!

As a date for your House Party has been established, please contact Astraea Development Office for Special Events at Stroncoso@astraeafoundation.org or call 212-810-4155.

Credit: No Tengo Miedo, Peru



Steps to Planning Your Event

- Determine your party theme
- Refer to Appendix 7.1
- Set fundraising and engagement goals
- Design a party budget that works best for you
- Select a date and time
- Refer to our timeline
- Set a number of invitees
- Identify whom to invite

Develop an invitation and follow-up:

- Use appendix item 7.3
- Astraea staff or the host may send invitation emails
- Your invitation should clearly state that contributions are expected. Either request a specific amount in the invite or ask guests to “bring their checkbook.”
- Be sure the invitations are sent on time, so that you can begin follow-up before the event

- Decide on food, decorations, music, and photography needs
- Small touches can make a difference. When planning the menu, think about the time of day/night, and if you have a “theme”

Information About Astraea

- Please contact the events department to arrange the shipping of appropriate materials
- Work with Astraea staff member to process donations and acknowledge guests and sponsors
- The day after the event, please copy all checks and credit card forms for your record and ours.
- Send the originals into the Astraea home office along with a final guest list with contact information (a copy will be mailed to you). Acknowledgement letters will be prepared by Astraea staff; however, you may arrange to have the letters sent to you for personalization

Credit: Naomi Ishisaka



Setting and Reaching your Goal

There are two main goals when hosting a House Party: raising funds to support Astraea's efforts and inviting people to become part of the conversation. To set your fundraising goal, consider the guidelines listed below.

Who would you like to invite? Set your event budget and goal accordingly.

Astraea will assist in determining a suitable goal. Financial trackers are a great way to keep everyone on track toward reaching the goal and celebrating a very successful event.

Below is an example of a financial tracker with a goal of \$5,000 assuming 20-40 guests attend the event.

Sponsorship Level	Level Amount	Quantity	Total
Diamond	\$1,000	3	\$3,000
Ruby	\$500	4	\$2,000
Pearl	\$250	3	\$750
Sustainer	\$100	4	\$400
Supporter	\$50	6	\$300
Community Sponsor	\$25	10	\$250
Total			\$6,700
Expenses			\$725
Net Revenue			\$5,975
Goal			\$5,000
% of goal			120%



Planning Your Party

Six weeks ahead:

- Set date and location for party. Once established, share with Astraea
- Once established share with Astraea
- Determine if you are hosting this party alone or if you want to work with co-hosts. If you want a co-host for the event, invite your friends/network to join
- Determine whether the party will have a fixed charge to attend or if a pitch for donations will be made (with a range of suggested contributions)
- Decide on program and entertainment components
- How can Astraea support?

Five weeks ahead:

- Prepare invitation list
- Finalize all invitation details: time, location, and host committee
- Determine if gift-in-kinds will be solicited and begin outreach solicitations
- Share invitation copy (print and digital) with Astraea point person
- Confirm committee member tasks (Use appendix item 7.2)
- Issue invitations 5-4 weeks prior to event (Use appendix item 7.3)
- Set a fundraising goal

Four to Three week ahead:

- Mail and/or Email invitations
- Determine rental needs (microphone, speakers, etc.)
- Request Astraea materials desired for the event
- Follow up with potential gift-in-kinds solicitation

Two weeks ahead:

- Follow up with invitees
- Draft event program (Use appendix item 7.5)
- Confirm volunteers needed & positions

Week of party:

- Finalize event program & guests
- Confirm number of attendees, program, tasks, etc.
- Remind volunteers of arrival time
- Send reminder email confirming event details

Day of party:

- Set up event space
- Finalize refreshments and food
- Greet guests and have fun

Week after party:

- Post party follow up with Astraea:
- Ensure all donations are sent to Astraea for processing and acknowledgement
- Share attendee sign-in sheet
- Attend a post party assessment with Astraea
- Document expenses
- Send personalized 'Thank You' notes/email



Congratulate yourself on a job well done!

If you have any questions or would like additional support, please contact **Sally Troncoso**, Development Officer for Special Events, at Stroncoso@astraeafoundation.org or by calling 212-810-4155

Credit: Naomi Ishisaka



Resources

Q: Where can I find additional details on Astraea, Astraea's work and grantees?

A: You don't have to be familiar with Astraea's work and mission inside and out, so we've provided additional resources to help you familiarize yourself with our mission, organizational pillars and grantees. In the subsequent pages you will find brief write-ups on a select number of grantees. Please refer to our [Astraea website](#) for additional details.

Q: How should my guests and I make our donations?

A: There are myriad ways your guests can complete their contributions. They can donate before or after the event, or even during the party on their phone. Guests you invited that cannot make it the party can make a donation online, as well. Guests can also be encouraged to fulfill their donations on Astraea's web page at astraeafoundation.org/donate and indicating their donation was in response to your house party.

Donations can be collected during the event via cash or checks (made out to Astraea Foundation) and mailed (no cash should be sent in the mail) to Astraea's offices at 116 E. 16 Street, 7th Floor, New York, NY 10003. Upon receipt of all donations, a tax receipt/letter will be promptly mailed.

Q: I have a question that hasn't been answered within this document. What can I do?

A: WE'RE HERE TO HELP!

The most personalized resource you have at your disposal is us! If you'd like additional assistance, please contact:

Sally Troncoso
Development Officer, Special Events
stroncoso@astraeafoundation.org

Appendix

7.1

House Party Ideas

When planning your House Party to benefit Astraea, remember there are as many event themes as there are personalities of our members! Select your event theme based on the interests that you share with your guests and consider the time and/or location. Most importantly, remember to plan your function according to your budget, number of volunteers, and estimated number of guests.

House parties may range from a simple cocktail reception to a more elaborate catered event. We've outlined a couple of suggestions below, but ultimately, it is at the host's discretion. Astraea's development staff is delighted to assist you in choosing the House Party theme that works best for your goals.

Here are some other House Party ideas for you:

- It's Your Birthday! Host a gathering where in lieu of gifts, contributions are made to Astraea. Some of the best gifts come in small packages!
- Private gallery reception – A cocktail/hors d'oeuvres reception in a local gallery followed by a discussion with the artist/curator.
- Film Screening – TV set, at home, or a local theater, a sneak preview or a treasured classic.
- Holiday Party – Fill your home with lights and music and joy and create an opportunity to raise critical funds for LGBTQI activists
- Author event – Often local bookstores or the author's publisher will assist you in organizing and promoting this type of event. A convenient marriage of author readings, and elevating Astraea's profile
- Service Day – In collaboration with Astraea staff, identify a local community agency in need of assistance with a one day project. Bring together your team in celebration a job well done
- Wine & Cheese Tasting – Matching the flavors of good wines with cheeses is a skill everyone can master!

If you have a planned event already on your schedule, you can simply incorporate a mini-program to inform guests of Astraea's work and include either an 'ask' or provide guests with donation forms.

7.2

Committee Job description

Astraea Host

The Host acts as the primary contact person for the event and usually provides the venue for the proceedings. Often times, there are two or more co-hosts working in conjunction.

Responsibilities of the Host

- Underwrite (or secure underwriting) for the event expenses
- Recruit co-chairs and/or committee members – the more the merrier! These friends will not only help with the direct expenses but will also invite their friends.
- Connect with committee on logistics, guest list and program details
- Prepare speech for the event (Astraea can help)
- With the committee, recruit volunteers for night of – check in, greeting, etc.
- If needed, secure vendors
- Celebrate a great event benefiting a cause close to our heart!

Astraea's responsibilities to the Host

- Answer questions, troubleshoot, problem solve
- Alongside the host, set the event fundraising goal
- Work with the host in developing guest list
- Send event invitations, if needed
- Distribute Astraea materials for event
- Help manage the collection and processing of donations
- Send out acknowledgement letters



Committee Member

The Committee provides support to the House Party Host. Depending on an individual's bandwidth, committee members can act in different roles to help support the event. This includes helping garner a local sponsor or volunteering to help staff the event. At the very least, all committee members promise to support the event and help publicize it within their social circles.

Areas of support from Committee

- **Catering** – determine food requirements based on event theme and budget.
- **Secure in-kind contributions** as needed. Coordinate delivery, set-up and clean-up.
- **Beverages** – determine beverage requirements and quantities (Astraea can assist). Secure in-kind contributions as needed.
- **Guest List** – determine updated names, addresses, phone, and/or emails of those to invite. Prepare Excel spreadsheet and send to Astraea to process.
- **Program/Room Set-Up** – craft brief program outlining the work of Astraea both internationally and locally. Work through any logistical considerations and make sure site flow is optimal.
- **Volunteer Recruitment** – coordinate recruiting and training of “night of” volunteers to assist in such areas as greeting, check-in and coat-check, volunteer photographer, etc.

7.3 Invitation (Email/Print)

- Astraea staff can print and email your invitations but you will need to provide a soft-copy no later than 5 weeks before the event
- Invitations can vary from formal to informal, personal letters, fliers or emails
- Regardless of which you choose, a short personal note from the host(s) always helps
- Determine whether the party will have a fixed charge to attend or if a pitch for donations will be made (with a range of suggested contributions)
- If you request a specific amount from everyone, how much you ask for is your choice—it can range anywhere from twenty to five hundred dollars

- If you proceed with a free event with donations remember that you will then have to make a “pitch” for donations at the event
- The invitation should also indicate that contributions are welcome and encouraged from everyone — whether or not the invitee can attend
- Be sure to include clear directions in your invitation and a method for people who can't attend but can still donate
- Don't forget to include directions, both driving and public transportation
- Be sure the invitations are sent on time, so that you can begin follow-up two weeks before the event

Invitation Email Template

Hello,

You are invited to attend the House Party hosted by, [Your name here] on [Date here] at [Insert start time]. Join me along with other Astraea supporters, grantees and ---, in celebration of [event format/theme].

[List date, time, address, additional instructions here]

The evening will be filled with food, drinks and an opportunity to engage with [any special guests] and Astraea's local community. [Instructions to venue]

Be sure to RSVP no later than [RSVP due date], and feel free to contact me if you have any questions.

Thank you,

[Host name]





ASTRAEA LESBIAN FOUNDATION FOR JUSTICE



Please join us

Astraea House Party

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DATE

June 11th, 2018

TIME

5:30-6:00pm - Refreshments & networking

6:00-7:30pm - Author reading & book signing

LOCATION

Bill & Melinda Gates Foundation

7.5

Sample party program

House parties run for 2-3 hours

Event: Cocktail House Party

Time: 6:00 - 8:00 PM

5:30 PM

Set up guest list, name tags, markers, pens, receipts and credit card forms and ensure Astraea materials are available. Designated check-in and welcoming volunteer is in place (use appendix item 7.2)

6:00 PM

Welcome and greet guests. Guests mingle, meet each other, and enjoy food and drinks.

6:30 PM

Program begins: Designated speaker should welcome and thank guests for coming together in support of Astraea.

Acknowledge any special guests, including co-hosts. Thank sponsors and committee (by name). Briefly remind everyone of Astraea's work.

Introduce guest speaker (representative from Astraea, a partner organization or grantee) and be sure the speaker is aware of their speaking time. The guest speaker should mention 1-3 specific, concrete and compelling examples of how Astraea advocates for LGBTQI people all over the world.

If no speaker is available, then screen the Astraea video (downloadable from website). As an alternative, the video may also be used as a "backdrop" to a cocktail party setting (with the sound off).

6:45 PM

Event Chair thanks speaker and everyone again for their support of Astraea. They ask that they deepen their involvement by becoming a volunteer, checking if their company has a matching gift program or considering making further gifts.

A committee member and volunteers should be on hand to take any post-program contributions.

7:00 – 7:15 PM

Volunteers are ready to collect donations.

7:15 PM

Guests resume socializing.

7:45 PM

Event Chair/Host bid everyone a good evening.

7:55 PM

Wrapping up! Bar closes. Pledge cards are collected and sorted (use appendix item 7.4)

7.6

Pledge Cards

PLEASE CONTACT ASTRAEA FOR OUR PLEDGE CARDS



Grantee Partner Examples

Here are just a few examples of the brilliant work Astraea supports around the world.

National, U.S. U.S. Fund

The Black LGBTQIA+ Migrant Project



Facilitators during Black LGBTQIA+ Migrant Project's workshop at Creating Change 2019 in Detroit. Credit: Black LGBTQIA+ Migrant Project

Supported by Astraea since their formation in 2017

The Black LGBTQIA+ Migrant Project was formed in response to the invisibilization of Black LGBTQIA migrants' experiences of being undocumented, queer, and Black within migrant narratives, immigration justice, and racial justice movements. At a time when separating families has become blatant government policy in the U.S., BLMP is working to connect people, build together, and create collective safety mechanisms. Working at the local, regional, and national level to address intensifying attacks on their communities, they organize community and movement building events around the country to reduce isolation, create support systems for trans and queer Black migrants, and build leadership and local power.

Chile International Fund

Asociación OTD



Members of Asociación OTD attend a 2017 LGBTI pride march in Chile; Credit: Armando Escoffier

Supported by Astraea since 2015

Asociación OTD is a community based organization that works for the human rights of trans people (transgender, transsexuals, travestis, and intersex people) through various political and cultural interventions. The group has been able to create major impact in the country through its organizing approaches, which include community and capacity building, as well as the mobilization of LGBTI and allied communities. For the last five years, OTD has led coalition efforts around an instrumental, comprehensive national gender identity law, which reached its final approval in the Chilean Senate. The bill defines the right for trans people to obtain legal gender recognition, legal name change, and protect trans autonomy and gender expression.



Labrys



International Day Against Homophobia event, May 2008, Kyrgyzstan. Credit: LGBT Organization Labrys Kyrgyzstan

Supported by Astraea since 2006

Labrys' work represents a balance between community mobilization and empowerment, cross-border partnerships, public education, and national and international policy advocacy. The group has been instrumental to movement building across Central Asia. They actively collaborate with LGBTQ, feminist, and human rights organizations across the region, and provide capacity building and fiscal sponsorship support to lesbian and trans initiatives in Kazakhstan, Tajikistan, and Uzbekistan. Labrys has also organized across issues to advocate for anti-discrimination legislation and equal protections for LGBTQI and other marginalized communities under the law. They have developed a manual and guidelines for affirming trans healthcare, which were signed by Kyrgyzstan's Ministry of Health in January 2017. In 2018, they focused their advocacy efforts on integrating the manual into a training program for medical universities in Kyrgyzstan and training endocrinologists on the topic of hormonal therapy. Their advocacy for the comprehensive anti-discrimination legislation continues, as does their central role in building queer and trans movements across Central Asia.

GALANG



GALANG at the 2018 Rally for SOGIE in Quezon City, Philippines. Credit: GALANG

Supported by Astraea since 2011

GALANG's work elevates community building as resilience and resistance among lesbian, bisexual, and trans (LBT) activists and organizers from local low-income communities. *Galang* is the Filipino word for respect. The word signifies respect for human rights and diversity, which goes to the heart of GALANG's vision for equality and justice. Along with their efforts to secure legal protections for LGBTQ people nationally, in the last year they have focused on providing sexuality education to bridge gaps in knowledge and foster communal understanding.



Intersex South Africa



Intersex South Africa hosting a workshop at the Human Rights Festival in Johannesburg, South Africa in March 2018. Credit: Gugu Mandla

Supported by Astraea since 2018

Intersex South Africa (ISSA) is an organization that was established by the late Intersex Activist Sally Gross. The organization has acted as a catalyst for information dissemination, awareness raising, and advocating for the rights of intersex people in South Africa, acknowledging that there are major knowledge gaps in South Africa as far as intersex issues are concerned. Shortly after ISSA was revived in 2017, the group co-hosted a meeting with Iranti and the Cultural, Religious and Linguistic Communities' (CRL) Rights Commission bringing together over 40 stakeholders to discuss intersex infanticide, stigma, and discrimination against intersex people in rural areas. In addition, ISSA also succeeded in getting the attention of and hosting a meeting with the Department of Justice to engage in matters of intersex genital mutilation, infanticide, healthcare procedures, and standards of living for intersex people.

Kohl: a Journal for Body and Gender Research



Members of Kohl's team speak at a 2018 event in the United Kingdom. Credit: Kohl Journal

Supported by Astraea since 2017

Kohl is a progressive, queer feminist journal on gender and sexuality based in Lebanon and covering the Southwest Asia, Middle East, and North Africa regions. It sheds the light on queer and feminist histories in the region aiming to challenge the hegemony of knowledge production and counter Orientalist and neo-colonial narratives by ensuring that young feminist scholars and activists in the region play a central role in shaping knowledge about themselves. In 2017, they published two issues, involving a total of 30 authors, 10 discussants, 24 peer reviewers, and 3 translators - mostly women, non-binary, and trans young feminist activists, artists, and scholars.



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