

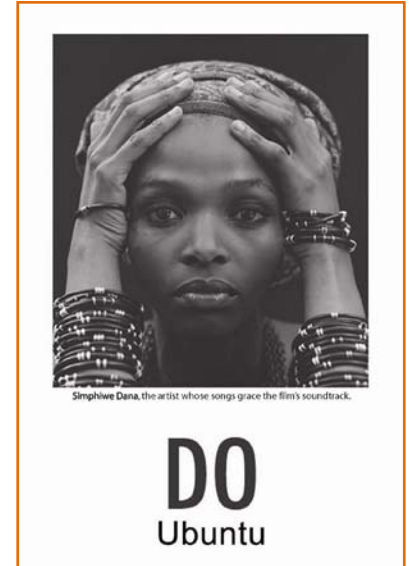
Host a DO Ubuntu Orphan Bracelet Party

HOST A PARTY KIT

Ubuntu comes from the Xhosa word meaning *humanity towards others* and refers to a belief in a universal bond of sharing that connects all humanity

DO unto others as you would have them DO unto you.
Through the Ubuntu Bracelet Campaign, you can live this philosophy.

Throwing a DO Ubuntu Orphan Bracelet Party is easy, fun and rewarding. The simple timeline below will help you plan ahead and ensure that your party goes smoothly. With a little preparation, you'll create a successful event that will raise awareness and inspire your guests to take action. Remember, by hosting your own Party, you and your guests will support African community-based economies and have a direct impact on some of the children who need help most in this world.



FOUR WEEKS BEFORE THE PARTY

1. GOALS. Think about what you want to achieve by throwing your party. Some possible goals might be:

- I intend to raise \$1,000 for the ORPHANS through bracelet sales and donations.
- I intend to inform 50 people about the global HIV/AIDS orphan crisis.
- I intend to inspire 10 people to throw their own DO Ubuntu Orphan Bracelet Party
- I intend to raise \$500 for my charity.

Stating your goal—even just to yourself—will help you get focused and make it easier to move toward tangible results.

2. INVITATION LIST. Make a list of people to invite. Your party might be for any sort of group: your Church, family and close friends, colleagues from work or school, your neighbors, members of a community organization, parents from your children's school.

3. WHAT KIND OF PARTY? Think about the types of activities your targeted guests normally enjoy and tailor your party in that direction:

- Weekend barbeque
- Sit-down dinner
- Cocktail party
- Sunday Brunch
- Church Screening

4. WHEN? Decide on a date and time for your party. You'll want to give your guests three to four weeks' notice, as well as allowing yourself ample time to prepare.

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5. THE BRACELETS. Estimate how many of our stylish, handcrafted Orphan Bracelets you think you will sell. Of that total amount, decide how many you'll need in each of our five sizes. Download the order form and credit card deposit form.

6. THE CONTRIBUTION. Set the amount of contribution you will ask from your guests. This can range from \$0 to over \$1,000 per guest, depending on what you think is appropriate for your target audience. You can ask for contributions at the door, do a pitch for donations after viewing *Angels in the Dust*, or both.

7. REGISTER. [Register online to host your party here.](#) Once we've received your registration form, your order form and your credit card deposit form you'll be all set to host your own DO Ubuntu Bracelet Party!

THREE WEEKS BEFORE THE PARTY

1. GET SUPPORT. Recruit a like-minded friend or two to lend a hand.

2. INVITATIONS. Make up invitations, print them out and mail them.. Use the internet to invite your friends: email your friends, post the event on your Facebook page, Tweet about it, etc. Announce your event to the local newspapers (download Press Release template).

3. THE MENU. Plan your menu. Another option is to approach local restaurants to ask for donations of food. Business owners are often happy to donate to nonprofit events in exchange for publicity.

4. EQUIPMENT. Will you need to borrow or rent DVD equipment for the screening? This is the time to locate and reserve everything you'll need, whether from friends, a party store, or a rental outfit. Make sure to test your equipment and video before the event to make sure it works.

TWO WEEKS BEFORE THE PARTY

1. FOLLOW UP. Call or e-mail the guests on your list. Ask if they received your invitation and whether they'll be attending.

2. SHOP. Will you need clipboards and pens for sign-in sheets? Envelopes for donations?

3. MATERIALS. Download and make copies of any fliers, fact sheets and posters you want for your party. Create sign-in sheets or any other printed materials you will need to have on hand.

ONE DAY BEFORE THE PARTY

1. SET UP. Clean the house or other venue where your party will be held. Prepare and set out the food and drinks. Put up posters. Set up chairs and any other physical equipment. Make sure your guests will have a reasonable view of the TV screen from all angles.

2. THE BRACELETS. Create an enticing display of the DO Ubuntu bracelets. A table can be augmented simply yet tastefully with a beautiful scarf or cloth, some flowers, a few DO Ubuntu posters.

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PARTY DAY!

1. **AT THE DOOR.** Welcome your guests as they arrive and direct them inside. If you have a sign-in sheet or name tags, ask the guests to fill them out. This is also a good time to collect donations, if you've decided to do so at the door.
2. **MINGLING.** Give your guests 15 to 30 minutes to have drinks and snacks, meet each other, socialize and get settled.
3. **INTRODUCTION.** Ask everyone to take a seat. Welcome them to the DO Ubuntu Orphan Bracelet Party and thank them for coming. Briefly explain the purpose of your party and introduce the award-winning film they are about to see, *Angels in the Dust*. Then dim the lights and hit the PLAY button!
4. **THE PITCH.** After the movie, give your pitch to sell the DO Ubuntu Orphan Bracelets. Explain how and by whom they're made, how much they cost, and who will benefit from the proceeds. People will be open to buying them—that's why they came! You can also ask for additional donations at this point.

AFTER THE PARTY

1. **CASH.** Deposit all cash you've collected into your own account, and write a check for that amount to: Orphan Bracelet Campaign.
2. **RETURN UNUSED PARTY MATERIALS.**
 - Unsold Bracelets
 - DVDs
 - Checks (including the check you write for the cash)
 - Any notes to the crafters or party photos.
 - Please send everything back to us **within 21 days** of your party date.
 - If you would like to keep the bracelets longer and continue to sell them, please send an email to info@orphanbracelet.com and put "Extension" in the subject line. We welcome and appreciate your efforts!

We will email you once we receive your Orphan Bracelet Return Package

3. **THANK YOU NOTES.** Thank your guests on behalf of the women crafters and orphaned children that you are supporting from the proceeds of your Orphan Bracelet party. Please include a link to www.orphanbracelet.org.
4. **SHARE YOUR STORY.** Send us an e-mail info@orphanbracelet.org telling us about your DO Ubuntu Orphan Bracelet Party so we can post your success story on our website. If you took pictures, please include them.

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More than 15 million children worldwide have been orphaned because of AIDS.

That's the equivalent of every child under five in America with no one to watch over them.

THANK YOU FOR TAKING ACTION!

