PARTY FOR THE PLANET PACKET

Overview:

If you’re reading this, you understand the pressing need for comprehensive climate action NOW. One easy, impactful and immediate way for you to support climate activism and engage your personal network in the movement is to host a Virtual Party for the Planet!

Raising awareness & money for the planet can be FUN!

Packet Summary:

Logistics (Five Simple Steps)
Your Event
Thank You’s
You have lots of options for your party. Below are five simple steps to planning a successful online event.

1. Meet your personal Event Specialist

To get started, email Party@350BayArea.org and say “I want to host a party!”

The 350 Bay Area team will introduce you to your personal Event Specialist - a volunteer who will help you plan your event from start to finish.

2. Pick a reason to celebrate

Birthdays, friends, pets, or just bringing friends together
- Looking forward to many more livable years on Earth!
- Themed party!
- Enjoying food and drink

Holidays
- Anything related to green and renewal (Easter, Tu B’shvat, St Patrick’s Day (Go green!), Earth Day)

Co-Host
- Team up with other friends passionate about local climate action to host the event! This also increases attendance.

3. Pick a speaker

350 Bay Area has vibrant well-known climate/environmental speakers and experts on a wide range of topics:
- Climate policy and legislation - Green New Deal
- Youth Action and Mobilizing
- Health Concerns of Climate Change
- Solutions for a Livable Future

Something else? Let us know and we’ll find the right person.
4. Pick a Time and Zoom Tech Support Person

**Time:**
Ideally 2-3 weeks in advance
Weekends work well
Keep online parties to 1hr – 1.5hr

**Zoom:**
Since you will be busy hosting the event, it is best to have another person be the Tech Support.

You’re welcome to work with a friend, but if you need support 350 Bay Area can offer a Zoom Tech Support Person who will:
- Set up a zoom room & link with capacity up to 500 people
- Do a tech run-through prior to the event testing videos, music, and breakout rooms
- Support tech during the event

5. Send invitations

Ideas: With a virtual party you are not limited by geography, so think BIG!
- Invite people through a club or activity
- Invite your friends, neighbors, and family
- Invite your coworkers
- Create a Facebook event
- Cohost the party

Reminder: The goal is to raise awareness and funds for local climate solutions 350 Bay Area is working toward. Don’t worry, you won’t personally have to ask your guests to donate. We’re glad to do that part.
The Week of:
- Check in with your Event Specialist
- Do a Zoom Tech Run-Through
- Send reminders to attendees.
- If people can’t join, see if they may still want to contribute to the cause.

The Day of:
**We will**
- Provide Zoom Support as needed
- Coordinate the speaker’s arrival
- Give a fundraising pitch

**You**
- Welcome attendees and your speaker
- Share what prompted you to take action for the climate
- Talk with friends and enjoy!

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Potential Schedule:
- Let people wave and say “Hi” to people they know for 5 minutes or so.
- Play a relevant video to get everyone “together”
- Host (you) welcomes everyone, thank them for being a climate supporter, tell them the agenda
- Go around the “room” and ask people to briefly say their name, where they are zooming in from and one way they connect to the environment (or similar question). Use breakouts if more than 15 people.
- Hear from a 350 Bay Area speaker on a topic of your choice w/ Q/A, 20 minutes
- Fun Activity (suggestions provided by your Event Specialists)
- Fundraising by 350 Bay Area board member! 10 minutes
- Say thanks! and sign off.
Thank You’s

**Attendees:**
You (the host) thank everyone who attended.
- Don’t forget to share your fundraising accomplishment!
- Post in Facebook or email via Evite
- Text close friends

**Speakers:**
Your Event Specialist will be sure to thank the speakers.

**Donors:**
350 Bay Area will send a receipt and thank you note to everyone who donated. We’ll also add anyone who requested to get email updates to our mailing list.

That’s all!

To get started, email Party@350BayArea.org

and say: “I want to host a party!”

and/or “I want to be an Event Specialist”

Thank YOU from the 350 Bay Area Team.