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 350 Bay Area 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 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!

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 vs Apocalypse
- Health concerns of climate change
- How climate action and solutions for a livable future

Something else? Let us know and we’ll find the right person.
4. Pick a time and location

**Ideally six weeks in advance.**

A few locations we love:
- Your home or garden
- Local Parks
- Restaurants and Bars (patios are nice)

5. Send invitations

Ideas:
- 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
- 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
- Arrive early to save space and make sure everything is ready
- Coordinate the speaker’s arrival
- Bring all materials: Stickers, Sign-in sheets, Nametags and pens, Info on climate activism, Envelopes to collect donations, Fun posters, Microphone, Projector/screen, etc.
- Give a fundraising pitch

You
- Welcome attendees and your speaker
- Share what prompted you to take action for the climate
- Enjoy!

Potential Schedule:
★ People arrive and socialize, 30 minutes
★ The host (you) welcomes guests and speaker, says a few words, 5 minutes
★ Hear from a 350 Bay Area speaker on a topic of your choice, 20 minutes
★ Fundraising by 350 Bay Area board member! 10 minutes
★ Spend the rest of the event socializing, playing games, eating, drinking
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.