

SOCIAL GATHERING TOOLKIT

WELCOME

Dear Friend,

Thank you for hosting a Social Gathering! Our goal is to build relationships with local communities to get Americans talking about the refugee crisis. Thanks to Community Ambassadors like you who help educate your communities, we are able to do this more successfully.

By hosting a Social Gathering, you are becoming an important member of a grassroots education effort and your participation is crucial to its success. Each and every Social Gathering is a significant part of our collective goal and we are grateful for your support.

Hosting a Social Gathering or campus meet-up should be as easy as possible. It should be a fun and simple event for you and your guests – whether it's a potluck, or coffee and tea.

This Social Gathering Toolkit includes everything you need to plan and host a fun and successful event:

- **A step-by-step guide and checklist for planning and hosting a Social Gathering**
- **A PDF of the presentation and talking points**
- **Ice Breaker Fact or Fiction game**
- **Sign-up cards**
- **Informational fact sheet for guests**

We hope you will consider assisting in other calls to action. American leadership could greatly help the crisis and your participation helps share the message.

TIPS FOR HOSTING A SOCIAL GATHERING

Here are a few different steps to help you organize and plan your event.

Step 1: Confirm Your Date, Time, and Location

- Send out invitations and/or create an event on Facebook or Eventbrite. Useable photos and resources can be found at RefugeeSupportToolkit.org.

Step 2: Organize and Invite Guests

- Decide how many people you want to attend your gathering. Think about whom you would like to invite and why they should attend. Your family, friends, neighbors, co-workers, and local activists are all great ideas.
- We hope that every gathering will have at least 10 people in attendance, but any number is greatly appreciated.
- Spread the word. Facebook and Eventbrite are great tools for inviting people and keeping track of who is coming.

Step 3: Planning the Event and Day of Event

- Organize early and plan ahead. Your Social Gathering can be a simple event to plan and host. Perhaps you prefer to keep the event to a presentation and discussion. It's customizable to your liking. If you would like to provide food or refreshments the choice is yours whether it be coffee and tea, a dinner or a backyard barbeque.
- Get friends to help you. Form a team to assist you in planning your Social Gathering, inviting guests, arranging materials, and making a great event.
- Set up a sign-up card table near the entrance. Someone should be in charge of this table during the event. Sign-up cards can be downloaded from our SupportRefugeeToolkit.org.
- If possible, set up a tablet or laptop so guests can browse online informational resources. Some great sites are:
 - > <http://www.forcedtofly.com>
 - > <http://www.womenontherun.com>
- Before the event, familiarize yourself with the presentation and resources.
- To help your guests become more comfortable and engaged, we have a few different ideas to help in facilitate a lively conversation and drive more awareness around the refugee crisis. Feel free to use as many or as few as you feel appropriate for your audience.
 - > Ask the question: "With a moments notice to leave your home, and not knowing if you will ever return, what would you take with you?"
 - > Download the Ice Breaker Fact or Fiction Game.

TIPS FOR HOSTING A SOCIAL GATHERING

- Organize the evening with a scheduled agenda. The following is a sample itinerary for a Social Gathering event:

6:00 pm	Guests arrive.
6:00–6:30 pm	Guests pick up a sign-up card, mix and mingle, read literature, enjoy refreshments, check out the fact sheets.
6:30 – 6:45 pm	Formally greet all of your guests by introducing yourself to the group and thanking them for coming. Tell them why you are hosting the Social Gathering and remind them to fill out a sign-up card and share the fact sheets.
6:45 – 7:00 pm	Ice Breaker Fact or Fiction game.
7:00 – 7:30 pm	Presentation and discussion.
7:30 pm	Thank you.

Step 4: Before the Evening Ends

- Remind your guests to fill out a sign-up card with their information and to check any boxes for ways they would like to participate in the future.

Step 5: After the Meeting Follow-up

- Thank your guests for coming. Thank you cards, emails, and phone calls go a long way. Your guests will appreciate it and be more likely to continue their involvement.
- Fill out the survey provided online (SupportRefugeeToolkit.org) under the “Download Materials” tab. Send back completed sign-up cards to 359 W. 30th Street, 16th floor, New York, NY, 10001.
- For those invitees who could not attend, follow up to see if there is any information you can send to them or ask if you can provide their email/contact details so they can receive follow-up information.
- Call or write and let us know how it went. Your feedback will help make future Social Gatherings as fun and successful as possible!

HOUSE PARTY CHECKLIST

Pre-Party

- ☐ Register online at RefugeeSupportToolkit.org.
- ☐ Go online at RefugeeSupportToolkit.org to schedule your event in your account.
- ☐ Download the Social Gathering Toolkit.
- ☐ Download Icebreaker Fact or Fiction game.
- ☐ Download sign-up cards and plan for a spot where guests can pick them up.
- ☐ Set an agenda (see sample under Tips for Hosting a Social Gathering).
- ☐ Arrange for refreshments, if you are serving anything at the event.
- ☐ Make a guest list and send out invitations via Facebook and/or Eventbrite.
- ☐ Familiarize yourself with the presentation and resources.

Set Up and During Event

- ☐ Set out refreshments and greeter table with sign-up cards.
- ☐ If possible, set up computer ([link to RefugeeSupportToolkit.org](https://RefugeeSupportToolkit.org)), so guests can explore the online informational resources and sign up for events and calls for action.
- ☐ Formally greet all of your guests and thank them for coming. Ask everyone to fill out a sign-up card.

After Party

- ☐ Complete the post-event survey and a brief summary of your Social Gathering. Send back any completed sign-up cards to 359 W. 30th Street, 16th floor, New York, NY, 10001.
- ☐ Send thank you notes to attendees and reach out to see if any of them would like additional information.
- ☐ Follow up with invitees who were not able to attend to see if they would like to receive additional information.

MATERIALS AND RESOURCES

All Materials for the Social Gathering Event can be found at RefugeeSupportToolkit.org.

Downloadable Materials

- Talking points for Social Gathering presentation
- Social Gathering presentation
- Fact sheet handout for guests
- Sign-up cards
- Icebreaker Fact or Fiction game

Online Forms

- Post-event survey