

# Child Sponsorship Party

## Party Planner Instructions

**World Vision**

*Building a better world for children*

Dear Party Planner,

Thank you for partnering with us by planning a Child Sponsorship Party. Because of your commitment, the lives of hundreds, maybe even thousands, of children could be changed, and more compassionate people like you will be able to experience the joys of sponsorship.

We want your Child Sponsorship Party experience to be meaningful and as simple as possible. To help you get started, we've outlined a few recommendations for planning your event.

### **Planning**

#### **... make sure you have everything you need**

Be sure that you have downloaded and printed all the files from the Child Sponsorship Party Web site ([www.worldvision.org/csparty](http://www.worldvision.org/csparty)). You should print one invitation and comment card per guest. Or, print these items and then make photocopies.

#### **... choose the location**

Host the Child Sponsorship Party in your own home, or contact someone you know who might be willing to host the event in their home. When choosing a host home, ask yourself these questions:

- Is it best to have the party in my home? Or someone else's?
- Is the space appropriate for the number of guests?
- How far will guests have to travel to get there? Is the home in a central location?
- Is parking an issue?

#### **... decide whom to invite**

We recommend that you make a list of the people you would like to invite to your gathering. Your party may be large or small, depending on what is most comfortable for you. When making your list, remember to consider:

- Friends
- Neighbors
- Family
- Church family
- Co-workers
- Professional acquaintances
- Parents from your children's school or other activities
- Acquaintances from your own activities

*(continued)*

**... set a date**

We suggest that you begin by considering dates that are most convenient for you. Before deciding on a date, check with those most likely to attend to make sure the time works for them, too.


**... review your checklist**

Use the simple checklist you downloaded to get ready for your party.

**... plan your party agenda**

Outline the speakers and activities for your party by filling in the blank agenda schedule that you downloaded. If you've selected someone else as the host, fill it in together when you meet with him or her.

A typical Child Sponsorship Party agenda might look something like this:

Child Sponsorship Party Party Agenda		 World Vision <small>Building a better world for children</small>
Host Name	Contact Information	Party Date
Anne Smith	555-5555 annesmith@abc.com	11/15/05
Time	Activity	Name of Lead
7:00 p.m.	Greet guests and mingle	Host
7:30 p.m.	Gather guests and begin program	Host
7:40 p.m.	Show sponsorship video	Party Planner
7:55 p.m.	Share about World Vision and child sponsorship	Party Planner
8:00 p.m.	Pass out sponsorship envelopes and answer questions	Party Planner
8:15 p.m.	Explain opportunity to host; ask them to complete comment card	Party Planner
8:30 p.m.	Thank guests for coming and dismiss to mingle and look at World Vision materials	Host

**... enjoy this time with your friends as you share the exciting news of child sponsorship!**

**Contact information**

If you have any immediate needs or concerns, please email us at [CSparty@worldvision.org](mailto:CSparty@worldvision.org) or visit our Web site at [www.worldvision.org/csparty](http://www.worldvision.org/csparty).

*We're grateful for friends like you. May God bless you and those whose lives you touch.*