



Welcome to your guide to help you manage your House Party online!

Here are the basic steps to get ready for your party:

1. Register online with the Rhode Island Chapter House Party Tool.
http://action.sierraclub.org/site/GetTogether?gettogether=activity_splash&cal_activity_id=1200
2. Create your event.
3. Visit your email center and send invitations to friends and family.
4. Update your event and send any relevant information to attendees.
5. Print materials and visit any of our website resources if you'd like to know more. Prepare pens and paper for the letter writing action.
6. Email attendees with any follow up information and as a reminder the day before and/or day of the event.

***** agenda outline for the evening is the last page of this document*****

ORGANIZING YOUR HOUSE PARTY (3 – 4 weeks out)

To return to and manage your event:

You can access your event in two ways. 1) Login on this page: <http://action.sierraclub.org/site/UserLogin>. That will take you to the member center where you choose **click here to review or edit your event**. 2) Or you can click through from the confirmation email that was sent when you signed up.

1) What you can do from the HOST CENTER:

- The box under the event details on the Host Center shows who's coming to your party, who's declined, and who hasn't yet responded. If you click on **Guest Details** you'll see a little more information about your guests.
- Click through to either of the two tabs at the top of this Host Center page, **Event Page** or **Email Center**.
- The Host Center is also where you can download additional background and party materials to help you organize and conduct your party.

2) From the EVENT PAGE:

- You can preview your event webpage, and make changes (edit info, add photo).
- You can also change your decision about posting your party publically. If you set you party to “private” you party listing will not show up when others are looking for a party in their area. If you chose to make your party “public” no one will see the party address until they RSVP yes to attend.
- You will see the RSVP list and how many available guest spaces you have.

3) From the EMAIL CENTER:

- You can send invitations to your friends/family/neighbors and/or to thank those who came to your house party when it's over. Once your guests are added as contacts, this is a great way to communicate information such as a schedule, directions, or request for food items.
- We have even created templates that you can customize for: inviting people, updating party information and thanking your guests.
- You can manually type the emails and contact info of invitees into the Address Book, or import them from other contact databases.
- Guests will not be added to your party until they have accepted the invitation.

4) Here are some additional ways to promote your house party:

- 1) Post a link to your house party webpage on your Facebook or MySpace profile.
- 2) Post the link to any other any social networking sites you belong to.

5) CONTACT THE SIERRA CLUB to request a presenter from among our Chapter Leadership. Lead Chapter volunteers and staff will be available to help you facilitate your house party. Many Sierra Club leaders in your local chapter are very knowledgeable about this issue and will be able to answer most questions.

6) Decide on the format for your party:

- Do you want to screen *Taken for a Ride* or have a live Sierra Club presenter, or both?
- Do you want to make it potluck?

Thanks again for hosting a Sierra Club house party!

Problems? Questions? Let us know. Email chris.wilhite@sierraclub.org

NO LATER THAN THE DAY OF YOUR PARTY

1) Review and print these materials from the Host Center before the party:

- Factsheets NOTE: The Chapter office has thousands of these ready to send or bring to you.
 - [Transportation Choices 2020](#) (pdf)
 - [Public Transportation: A “Cool” Global Warming Solution](#) (pdf)
- [Sign-in Sheet](#)
- Sample Agenda: Choose which type of house party you would like to have
 - [Movie Night Agenda](#)
 - [Carbon Footprint Agenda](#)
- [Carbon Footprint Calculator](#)

2) Complete the Carbon Footprint Calculator for your home. In the case that you are short on time, it is good to use your results to illustrate to your guests that of all your home energy use, transportation produces the greatest amount of global warming emissions.

3) Double check that your equipment is working – your DVD player or VHS player if you plan to screen *Taken for a Ride*.

DAY OF THE PARTY

Use the sample agenda to facilitate your house party. Be sure to review the fact sheets for important answers to questions that might come up. Again, if you would like a Sierra Club leader to attend your house party and be on hand to answer questions, please contact the Rhode Island Chapter Office at (401) 521-4734.

AFTER THE PARTY

1) Mail the Sign-In Sheet and Letters to the Sierra Club

Simply put the letters that your guests wrote and the sign-in sheet in the return envelope that came with your materials and send them back to us. We'll make sure they get to the Governor. Lose your envelope? You can send everything to us at:

Sierra Club Rhode Island Chapter
17 Gordon Ave., Suite 208
Providence, RI 02905

2) Let us know how it went

Send us photos of your party to chris.wilhite@sierraclub.org. We'll post them in our newsletters.

3) Thank Your Guests

Log into your Host Center and access the Email Center to send thank-you notes to your guests.

We've written one there for you, but feel free to personalize it.

4) Stay in Touch

The Transportation Choices campaign is building steam! We'll be working hard throughout the coming year to put the pieces we need in place to lay the tracks and bike lanes toward the new energy economy. Find the latest at www.sierraclub.org and join the campaign discussion on our Climate Crossroads Group at http://connect.sierraclub.org/Groups/Green_Transportation