A Place to Call Home

Housewarming Party Planning Guide

Neighborhood Service Organization

882 Oakman Blvd., Ste. C • Detroit, MI 48238 • (313) 961-4890 • www.nso-mi.org
A Place to Call Home
Housewarming Party Planning Guide

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A Place to Call Home

Neighborhood Service Organization (NSO)
NSO is Neighborhood Service Organization, a 501(c)3 nonprofit with a mission to be “Always Within Reach” for Metro Detroit’s most vulnerable citizens.

NSO has been serving the Detroit community for more than 55 years with innovative services to meet the needs of our most vulnerable neighbors. Some of our services are location-based, serving neighbors who come to us for help. Other services focus on outreach, traveling out into the community, reaching people where they are. Still other services are offered statewide through our help lines. Through these programs, NSO is always within reach to help individuals, families and the community rise to meet the challenges they face.

NSO Homeless Recovery Services (HRS)
Homeless adults living on the streets of Detroit face an array of problems including unemployment, mental illness, substance abuse and chronic health concerns. Not only does each person need a place where they feel safe and secure to call home, they also need access to individualized care to help them turn their lives around.

NSO’s HRS provides supportive housing for formerly homeless adults in apartments and homes across Wayne County including the NSO Bell Building. Using the “Housing First” model, NSO moves homeless individuals off the streets and into a safe environment where they receive life-restoring supportive care, helping them to live productive lives.

“A Place to Call Home” Campaign (Description)
A Place to Call Home campaign began in 2012 as part of the $10 million fundraising effort to support the transformation of the former Michigan Bell Telephone Building into innovative, permanent supportive housing to help end homelessness in Detroit. Supported by individuals, faith groups, business and community organizations, the campaign successfully provided new household goods for the first 155 residents that moved into the NSO Bell Building.

A Place to Call Home campaign now continues in an effort to ensure all the individuals placed in NSO’s supportive housing, whether in the NSO Bell Building or throughout our community, begin their new life with the dignity of new household items to make their place of residence truly “A Place to Call Home”.

Individuals, families, businesses, faith-based organizations, schools and community groups can support this effort by hosting an A Place to Call Home Housewarming Party.
Description

A Place to Call Home Housewarming Party is an opportunity for an individual, family, business, faith-based organization, club, school or community group to invite friends, relatives, co-workers and members to donate quality, new, household items needed to make a place to live a home.

All of the information needed to plan A Place to Call Home Housewarming Party is contained in this Housewarming Host Kit, including the instructions and materials needed to plan a fun and successful event.

To assist you and your guests in determining the items needed for each apartment, NSO has established gift registries at Target where items can be purchased online or in a store.

GETTING STARTED

Thank you for agreeing to host A Place to Call Home Housewarming Party! Use this step-by-step guide to help you plan and enjoy your party.

A. Select the type of Housewarming Party you will have

Your Housewarming Party can be as basic or elaborate as you choose. You may choose to theme your party around an upcoming holiday or birthday or you might incorporate your party into an already established event such as monthly club meeting or annual staff meeting. You may also choose to hold a “virtual” housewarming party. Following is a list of common party themes.

A Place to Call Home Housewarming Party (Traditional) – Ask your friends, neighbors, club or congregation members to donate an item from your A Place to Call Home Target gift registry to help change the life of homeless individuals by helping you to outfit an home for a formerly homeless individual. Serve wine and cheese or cookies and punch.

Holiday/Event Themed Party – Ask friends, family or co-workers to donate an item or two from your A Place to Call Home Target gift registry. Use your annual family reunion, a club or association meeting or holiday gathering to include everyone in the fun.

Birthday Themed Party – Throw yourself a birthday party and instead of birthday gifts, ask guests to bring an item or two from your A Place to Call Home Target gift registry. Keep it simple by serving, cake, ice cream and punch.

Graduation Themed Party – High School and College graduates can host their housewarming party as part of their graduation celebration. Instead of graduation gifts, ask guests to bring an item or two from your A Place to Call Home Target gift registry.

Virtual Housewarming Party – Invite your out-of-town friends, family and co-workers to participate in your Virtual Housewarming Party, asking them to purchase item(s) from your Target gift registry and having them delivered to you or directly to NSO.

(See Step 5 for information on holding a virtual housewarming party.)
B. Select a Party Date
When selecting a party date, consider the following:

When will most of my guests be able to attend? Weeknight? Weekend?

How much time will I need to prepare for my party?

Are there any planned events I would like to incorporate into or that will conflict with my party?

C. Select, Order and Send Your Invitations
NSO has created four themed invitations that are available to you at no cost. (*A sample of each invitation is included in your Host Kit.*)

- Traditional Invitation
- Birthday Invitation
- Holiday Invitation
- Graduation Invitation
- Virtual Invitation

Your invitations will be personalized with the party information you provided when registering. Invitations are available in two types—printed or email. Printed invitations are 8.5” x 5.5” two-sided postcards with optional envelopes. Email invitations are designed as PDF files you attach to an email.

D. Register Your Party with NSO
Once you have selected your party type and date, you will need to register your Party with NSO. Once registered, you will be assigned a liaison from our Corporate Affairs department.

To register your party visit the NSO website at [www.nso-mi.org](http://www.nso-mi.org) and click on (*A Place to Call Home icon*)
**PLAN YOUR PARTY**

A. **Timeline**

Now that you have registered your Party you can use the timeline below to help you plan what needs to be done and when.

<table>
<thead>
<tr>
<th>Item to Do</th>
<th>Timeline</th>
<th>Enter Your Planning Dates Here</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select party theme</td>
<td>4 Weeks Before</td>
<td></td>
</tr>
<tr>
<td>Select party date</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Register your party with NSO</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Create guest list</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Order invitations from NSO</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Invite Guests</td>
<td>3-4 Weeks Before</td>
<td></td>
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<tr>
<td>Create supply list(s)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Purchase decorations</td>
<td>2 Weeks Before</td>
<td></td>
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<tr>
<td>Finalize refreshment list</td>
<td></td>
<td></td>
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<tr>
<td>Send reminder to guests</td>
<td>1 Week Before</td>
<td></td>
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<tr>
<td>Double-check supply list</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do house cleaning</td>
<td></td>
<td></td>
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<tr>
<td>Do grocery shopping</td>
<td></td>
<td></td>
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<tr>
<td>Prepare food that can be made in advance</td>
<td></td>
<td></td>
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<tr>
<td>Light touch-up house cleaning</td>
<td>1 Day Before</td>
<td></td>
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<tr>
<td>Decorate</td>
<td></td>
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<tr>
<td>Food preparation</td>
<td></td>
<td></td>
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<tr>
<td>Check supply list</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Party date</td>
<td>Party Day</td>
<td></td>
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<tr>
<td>Final refreshments made</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Enjoy</td>
<td></td>
<td></td>
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<tr>
<td>Send thank you cards</td>
<td>Within 1 Week After</td>
<td></td>
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<tr>
<td>Inventory &amp; bundle items collected</td>
<td></td>
<td></td>
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<tr>
<td>Contact NSO to arrange item delivery</td>
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</tbody>
</table>
PLAN YOUR PARTY cont.

B. Invite Your Guests *People make the Party.*

Who you will invite to your party will depend on the type of party you are planning. Keep the following hints in mind when creating your guest list:

1) Put the friends and family you can count on to attend at the top of your list and ask them to bring a friend that would be willing to help outfit an apartment for a homeless individual.

2) Invite the friends and family that you have not seen for a while, but have been meaning to contact.

3) If you are holding your party at work, ask vendors to support your efforts by making a donation.

4) Never assume that someone will not attend or contribute. You will be surprised by what you find.

5) Use the Guest Brainstorming List included in your packet to start your guest list.

6) Even if they cannot attend, your friends and family can still support you by purchasing an item online or by forwarding a check or gift card.

PARTY PREPARATIONS

You have picked a date, registered your party and sent the invitations. Now it is time to prepare for the party.

A. Refreshments

Keep it simple. There is no need to create an elaborate spread of food or formal dinner unless you prefer to go all out.

1) Decide on the type of refreshments you will serve. A few simple refreshment ideas include:
   a) Cookies & Punch or Birthday Cake & Ice Cream
   b) Dinner/Lunch Potluck or Wine & Cheese
   c) BYOD (Buy-Your-Own-Dinner) at your favorite restaurant

2) Make a list of the groceries and supplies you will need. Be sure to include items needed to serve and enjoy your refreshments. (Plates, cups, napkins, silverware, etc.)

3) Ask for help! Many of your guests will be willing to help by bringing a dish to pass, paper goods or even stopping for ice. **Be sure to ask for help.**

4) Plan time to prepare refreshments in advance so you can enjoy your party and guests.

B. Decorations

Again, keep it simple. Plan your party for when your holiday decorations will be in place. Place a few balloons or flowers around the room and you have a birthday party.
PARTY PREPARATIONS cont.

C. Remind Your Guests
Everyone is busy these days. A quick email or phone call to your guests will remind them that you are looking forward to seeing them at your party and the importance of their attendance.

Phone Call or Voice Message
“Hi Sue, I’m just calling to remind you about my A Place to Call Home Housewarming Party on Saturday, December 2nd. All of the items donated will be used to outfit an apartment for a formerly homeless person. I am really looking forward to seeing you there.”

Email
Hi Sue,

This is a quick note to remind you about my A Place to Call Home Housewarming Party on Saturday, December 2nd. All of the items donated will be used to outfit an apartment for a formerly homeless person. I am really looking forward to seeing you there. (Insert link to your registry)

A list of the items needed can be found on my gift registry at www.target.com under the name__________.

D. Party “Logistics”
Here are just a few items of “business” that you will want to take care of during your party. Ask a friend to assist you, so everyone has a good time. Prior to your Party date you will receive a packet with the following materials.

1) NSO Information – Display the NSO Information provided by your NSO Liaison at a location where it can easily be shared with your guests.

2) Housewarming Party Inventory Check List – As guests arrive with their donations, have someone note the item(s) received on your registry list. If you receive more than one of a listed item, no problem, just indicate the quantity of the item(s) received.

3) Guest Acknowledgement Card – We encourage each guest to complete the information on the Guest Acknowledgement form. NSO will send a thank you letter, acknowledging each donation for tax purposes to each guest who completes the Guest Acknowledgement form.

4) Host Recruitment Cards – Display Host Response Cards with NSO Information or distribute them to guests interested in hosting an A Place to Call Home Housewarming Party of their own.

5) Cash, Check or Gift Card Donations – Place a decorated box, basket or bowl where guests can make a cash, check or gift card donation to NSO. Checks should be made payable to NSO.

E. Have Fun!!
Your guests are arriving, the refreshments are prepared and your friends are ready to help. Take time to enjoy yourself knowing that you are helping to change the life of someone who had very little hope…but will now have a home.
FOLLOW-UP and WRAP-UP

Your party was a success. Everyone had a great time and you have collected a mountain of household items to make a house a home …now what?

A. Thank Your Guests
Although NSO will be sending a thank you to guests who completed the Guest Acknowledgement form, you may also want to thank your guests for their generosity. NSO will provide you with Thank You cards so you can personally thank your guests. Your short note of thanks is always nice to receive. Contact us before or after you party with the number of Thank You cards you would like.

B. Inventory & Bundle Items Collected
1) Use the Registry Checklist to crosscheck the items collected to be sure that nothing was missed during the fun of the party. You will submit this list with your donated items, so NSO will know which items are still needed.

2) To make donated items easy to transport, box or bag items using heavy-duty garbage bags or sturdy boxes.

C. Donations to NSO
Contact your NSO Liaison after your party to arrange for items to be transferred to NSO. NSO will establish special Housewarming Party Donation Drop-Off Days at the NSO Bell Building. Volunteers will be on hand to help transfer donations from vehicles to our holding area.

VIRTUAL HOUSEWARMING PARTIES
No time to throw a party? Hold a Virtual Housewarming Party!

A. Select your “party date”, the date by which you would like to receive donations

B. Register your Virtual Housewarming Party

C. Create your Guest List

D. Select your Virtual Invitation (hard copy or email)

E. Invite your Virtual Guests

F. Receive Donations

1) Donations can be sent directly to the Host or NSO. These arrangements will be placed on the party registry.

G. Remind your Virtual Guests to participate

H. Thank your Virtual Guests

I. Transfer donations to NSO if collected by Host
What other programs does NSO provide?
NSO provides a wide range of programs to our most vulnerable neighbors. Programs range from services for children and adults with developmental disabilities, to older adults with mental illness, to in-home parent training for preschool youngsters. A complete list of NSO programs can be found on our website: www.nso-mi.org.

Where does NSO get their funding for programs?
Funding for NSO programs and services comes from a variety of sources including federal, state and city government, foundations, corporations, civic groups and individuals.

Who will move into the supportive housing units?
Many of the new residents will be referred from the NSO Tumaini Center, a walk-in homeless service center in Detroit. Others will be referred by NSO’s partner organizations. Most residents can be described as chronically homeless, meaning they have been living on the streets of Detroit for at least a year, some for much longer. Although the residents have not yet been selected, it is anticipated that 75% will be male and 25% will be female.

Is this a shelter or transitional housing?
No. This is permanent, supportive housing for formerly homeless individuals. Once the resident signs the lease, the apartment is theirs – they are no longer homeless – and the they can stay as long as they would like to live there, and meet the criteria for Section 8 housing vouchers.

What is supportive housing?
Using a Housing First Model, NSO’s supportive housing program works to move people out of homelessness and into a facility that provides both a safe, secure place to live and critical support services needed to regain control of their lives.

Who pays the rent? Do the tenants pay?
Funding from the U.S. Department of Housing and Urban Development (HUD) and the Michigan State Housing Development Authority (MSHDA) will be supplemented by individual resident’s ability to contribute to their rent. Residents may initially be receiving Supplemental Security Income (SSI) or Social Security Disability that will contribute to their rent. As support services help them to stabilize their lives, it is expected that many residents will enter training programs and the workforce.

Will we be placing families in these units?
No. Since most of the chronically homeless are homeless adults and this is the focus of NSO’s housing efforts.

Where is the housing?
In addition to the 155 one-bedroom apartments in the NSO Bell Building, NSO will be placing residents in apartments and homes throughout Wayne County.
FAQ

A PLACE TO CALL HOME HOUSEWARMING PARTIES

Frequently Asked Questions

Do I have to purchase items from the registry?
In order to maintain consistency and quality for all residents, we strongly recommend that you purchase items from the gift registry.

Does NSO accept used items?
In order to meet health and safety regulations, we can only accept new items for those being housed. If you have gently used household goods, books, or new toys that you would like to donate, please contact us. We may be able to use the items for one of our many other programs.

Can Housewarming Party guests make a cash donation to NSO?
Of course they can! Cash is gladly accepted, but we recommend donating by check for tracking purposes. Checks can be made payable to NSO. You can also hold a party for cash/check donations only.

Do I have to get everything on the registry?
It is our hope that Hosts will be able to collect as many items as possible on the registry, however, it is not a party requirement. Items that are not collected on your list will be supplemented by duplicate donations received from another housewarming party or purchased with cash and gift card donations.

Will you reimburse me for money I spent for throwing the party?
NSO is unable to reimburse Hosts for expenses they incurred when holding their housewarming party. NSO will provide Hosts with party invitations, thank you cards, and NSO literature to assist in holding their party.

Can I write off money I spent for throwing the party? Will NSO give me a receipt?
Hosts are encouraged to save the sales receipts from party expenses and to consult with their tax advisor as to the deductibility of these expenses. NSO is unable to provide a receipt for items not directly donated to the agency. NSO will send a letter of acknowledgement to all Hosts thanking them for hosting a Housewarming Party.

Will someone from NSO attend my party?
We will do our best to attend your party if invited, however, we cannot guarantee that a representative will be available to attend. If you would like an NSO representative to attend your party, let us know at the time you register your party.

Can we meet the tenant of the home we are furnishing?
To protect the privacy rights of tenants receiving services from NSO, we are not able to release their names.

What if I get duplicate items at my party
NSO will use the duplicate items from your party to fill gaps in parties that were missing items.

I don’t think I can gather donations to complete a full registry. Should I still have a party?
Absolutely...every donation will make a difference. The items you collect with be pooled with other partial party donations and duplicate donations to complete a home list.

Will you pick up my donations?
If possible, we ask Hosts to transport the items donated at their party to NSO on one of the designated drop-off days. If that is not possible, we will work with you on alternative arrangements.
Traditional Invitation Sample (Front)
Actual Size: 8.5” x 5.5”

A Place to Call Home
Join us for a “Housewarming Party”

Saturday, February 22, 2014 • 2:00 pm - 6:00 pm
1234 America Street, Mytown, MI 48222
RSVP by Monday, February 17, 2014
(313) 222-3333 or abcdefg@kall.com

Imagine spending months or years on the streets... homeless. Now imagine walking into your very own furnished apartment for the first time. Together we can make this happen!! Help us to provide all of the home goods a formerly homeless person needs to truly make a home. Won’t you join us?

We are asking you to purchase one of the many new items needed to outfit an apartment. Items range from plates and bath towels to cooking utensils and cleaning supplies. Our A Place to Call Home Housewarming Party is registered at Target on their TargetLists under the name MyName and can be viewed in any store or online at www.target.com.

We look forward to seeing you there!

Birthday Invitation Sample (Front)
Actual Size: 8.5” x 5.5”

A Place to Call Home
Celebrate My Birthday & Help a Homeless Neighbor

Friday, February 21, 2014
7:00 pm - 10:00 pm
1234 America Street, Mytown, MI 48222
RSVP by Monday, February 17, 2014
(313) 222-3333 or abcdefg@kall.com

I have decided to celebrate my birthday by hosting an A Place to Call Home Housewarming Party to outfit a home for a formerly homeless individual. Imagine spending months or years on the streets... homeless. Now imagine walking into your very own furnished apartment for the first time. Together we can make this happen!! Help me to provide all of the home goods a formerly homeless person needs to truly make a home. Won’t you join me?

Instead of a gift, I am asking you to purchase one of the many new items needed to furnish this apartment. Items range from plates and bath towels to cooking utensils and cleaning supplies. My party is registered at Target under the name ____________________ and can be viewed in any store or online at www.target.com.

I look forward to celebrating with you!
Holiday Invitation Sample (Front)
Actual Size: 8.5” x 5.5”

A Place to Call Home
Celebrate the Luck of the Irish & Help a Homeless Neighbor

Monday, March 17, 2014 9:30 am - 11:30 am
XYZ Company - Goodwill Department
777 Lucky Lane, Detroit, MI 48226
RSVP to Sue by March 10th

As part of our department’s community support program, we are hosting an
NSO A Place to Call Home Housewarming Party on St. Patrick’s Day to outfit an
apartment for a homeless individual.

Imagine spending months or years on the streets homeless. Now imagine the
first time you walk into your very own furnished apartment. Together we can
make this happen!! Join us for a St. Patrick’s Day Potluck Lunch and
housewarming party!!

We are asking you to bring your favorite Irish inspired dish and purchase one
of the many new items needed to outfit an apartment. Items range from
plates and bath towels to cooking utensils and cleaning supplies. Our apart-
ment is registered at Target on their TargetLists under the name XYZ Goodwill
and can be viewed in any store or online at www.target.com.
(First Name: XYZ, Last Name: Goodwill)

We look forward to celebrating with you!

Graduation Invitation Sample (Front)
Actual Size: 8.5” x 5.5”

A Place to Call Home
Celebrate My Graduation from _______ & Help a Homeless Neighbor

Saturday, May 24, 2014 7:00 pm - 10:00 pm
1234 My Blvd., Hometown, MI 48222
RSVP by Friday, May 16, 2014
at (313) 222-3333 or abcdefg@kall.com

I have decided to celebrate my graduation from _______ by hosting an A
Place to Call Home Housewarming Party to outfit a home for a formerly
homeless individual.

Imagine spending months or years on the streets. . .homeless. Now imagine
walking into your very own furnished apartment for the first time. Together
we can make this happen!! Help me to provide all of the home goods a
formerly homeless person needs to truly make a home. Won’t you join me?

Instead of a gift, I am asking you to purchase one of the many new items
needed to furnish this apartment. Items range from plates and bath towels
to cooking utensils and cleaning supplies. My party is registered at Target
under the name ____________ and can be viewed in any store or
online at www.target.com.

I look forward to celebrating with you!
Virtual Invitation Sample (Front)

A Place to Call Home
Join me for a “Virtual Housewarming Party”
Your Virtual Host: ____________
Deadline to Send Donations: March 15, 2014
(313) 123-4567 or youknow@gmail.com

Imagine spending months or years on the streets homeless. Now imagine walking into your very own furnished apartment for the first time. Together, we can provide all of the things a formerly homeless person needs for their new home! I have pledged to host a virtual housewarming party to furnish one apartment for NSO’s Homeless Recovery Services. Won’t you join me?

It is easy to help, just visit Target.com, open our list and select the items you would like to purchase on our registry and have them mailed to the address listed.

Our apartment is registered at Target.com on their TargetLists under the organization name NSO with a list name of ____________. Many new items are needed, from plates and bath towels to cooking utensils and cleaning supplies.

Together we can help change the life of someone in need without even leaving our home.

I hope I can count on You!

Invitation Back (Same for all Invitations)

Neighborhood Service Organization (NSO) is a private nonprofit human service agency focused on being “Always Within Reach”. NSO serves consumers across Metropolitan Detroit through accessible programs designed to strengthen and empower individuals in their communities, support families and help those in need. Our mission is to “Change lives through innovative social services that harness the power of choice”.

NSO has been serving the Detroit community for more than 55 years with innovative services to meet the needs of our most vulnerable neighbors. Some of our services are location-based, serving neighbors who come to us for help. Other services focus on outreach, traveling out into the community, reaching people where they are. Still other services are offered statewide through our help lines. Through these programs, NSO is always within reach to help individuals, families and the community rise to meet the challenges they face.

NSO’s Homeless Recovery Services (HRS), Supportive Housing program utilizes a “Housing First” approach to provide permanent supportive housing services to formerly homeless individuals. This approach provides homeless people with housing quickly, and then provides them with the needed services in their community.

Permanent supportive housing provides stability so the resident can begin to address the challenges that led him or her to homelessness. This stability, a caring NSO case manager, and a network of supports, help the formerly homeless individual live a more stable, productive life at great cost benefit to the community.

NSO provides supportive housing for formerly homeless adults in apartments and homes across Wayne County including the NSO Bell Building.

NSO provides support services using the Bridges, Shelter Plus Care and Projects for Assistance in Transition from Homelessness (PATH) programs. To learn more about these programs call HRS at 313-832-3100 or visit our website.

For more information visit www.nso-mi.org or call (313) 961-4890
Gift Acknowledgement Cards
Actual Size: 4.25” x 5.5”

A Place to Call Home Housewarming Party
Gift Acknowledgement Card
Please complete this card to receive a letter acknowledging your tax-deductible donation to Neighborhood Service Organization.
(Please Print) Date: ________________
Mr./Mrs./Ms. First: ___________________ Last: ___________________
Address: (☐ Home ☐ Business) ________________________________
City: __________________________ State: ____ Zip: ____________
Phone: Home: (____)________________ Business: (____)________
Email: __________________________
Description of Donation: ________________________________

Estimated Value of Donation: $_______________
Party Hosted by: __________________________

Host Recruitment Cards
Actual Size: 4.25” x 5.5”

Have a few Host Recruitment Cards at your party for guests that might like to host a housewarming party of their own, with a club or at work.

A Place to Call Home

☐ Yes, I would like information on hosting an A Place to Call Home Housewarming Party

Mr./Mrs./Ms. First: ___________________ Last: ___________________
Organization: (If applicable) ________________________________
Address: _______________________________________________
(☐ Home ☐ Business)
City: __________________________ State: ____ Zip: ____________
Phone: Home: (____)________________ Cell: (____)__________
Email: __________________________

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Use the Guest Brainstorming List below to develop your guest list.

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<thead>
<tr>
<th>Friends</th>
<th>Business Associates</th>
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<td>5)</td>
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<table>
<thead>
<tr>
<th>Family</th>
<th>Club Members (Civic, Health, Sports)</th>
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<table>
<thead>
<tr>
<th>Co-workers</th>
<th>Neighbors</th>
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<tr>
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<table>
<thead>
<tr>
<th>Faith-Based Members</th>
<th>Other</th>
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<tbody>
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<td>1)</td>
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<tr>
<td>2)</td>
<td>2)</td>
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<tr>
<td>3)</td>
<td>3)</td>
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<thead>
<tr>
<th>Association Members</th>
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<tbody>
<tr>
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<tr>
<td>2)</td>
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<td>3)</td>
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<td>4)</td>
<td>7)</td>
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<tr>
<td>5)</td>
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</tr>
</tbody>
</table>

Use the Guest Brainstorming List below to develop your guest list.
Use the Housewarming Party Planning Check List to plan your party.

### HOUSEWARMING PARTY PLANNING CHECK LIST

<table>
<thead>
<tr>
<th>✓</th>
<th>DATE</th>
<th>TO DO</th>
<th>✓</th>
<th>Qty.</th>
<th>SUPPLIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓</td>
<td></td>
<td>Select Party Theme</td>
<td></td>
<td></td>
<td>Invitations &amp; Envelopes*</td>
</tr>
<tr>
<td>✓</td>
<td></td>
<td>Select Party Date</td>
<td></td>
<td></td>
<td>Stamps</td>
</tr>
<tr>
<td>✓</td>
<td></td>
<td>Register Party with NSO</td>
<td></td>
<td></td>
<td>NSO Information for Guests*</td>
</tr>
<tr>
<td>✓</td>
<td></td>
<td>Create Party Time Line (see sample in kit)</td>
<td></td>
<td></td>
<td>Guest Receipt List*</td>
</tr>
<tr>
<td>✓</td>
<td></td>
<td>Create Guest List</td>
<td></td>
<td></td>
<td>Writing Pens</td>
</tr>
<tr>
<td>✓</td>
<td></td>
<td>Order or Download Invitations</td>
<td></td>
<td></td>
<td>Registry Check List*</td>
</tr>
<tr>
<td>✓</td>
<td></td>
<td>Address and Mail or Email Invitations</td>
<td></td>
<td></td>
<td>Host Response Cards*</td>
</tr>
<tr>
<td>✓</td>
<td></td>
<td>Determine Refreshments &amp; Create Grocery List</td>
<td></td>
<td></td>
<td>Thank You Cards &amp; Envelopes*</td>
</tr>
<tr>
<td>✓</td>
<td></td>
<td>Determine Decoration &amp; Create Supply List</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>✓</td>
<td></td>
<td>Purchase Decorations</td>
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<tr>
<td>✓</td>
<td></td>
<td>Send Reminder to Guests</td>
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<tr>
<td>✓</td>
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<td>Major House Cleaning</td>
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<tr>
<td>✓</td>
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<td>Grocery Shopping</td>
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<tr>
<td>✓</td>
<td></td>
<td>Prepare refreshments that can be made in advance</td>
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<td></td>
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<tr>
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<td>Light Cleaning – Day of</td>
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<td></td>
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<tr>
<td>✓</td>
<td></td>
<td>Decorate – Day of</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>✓</td>
<td></td>
<td>Prepare food – Day of</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>✓</td>
<td></td>
<td>Send Thank You Cards</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>✓</td>
<td></td>
<td>Arrange to Deliver Items to NSO</td>
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### GROCERY LIST

<table>
<thead>
<tr>
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<th>Qty.</th>
<th>ITEM</th>
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</thead>
</table>

### DECORATIONS & MISC.

<table>
<thead>
<tr>
<th>✓</th>
<th>Qty.</th>
<th>ITEM</th>
</tr>
</thead>
</table>

* Supplies Provided by NSO
Use the Inventory Check List to inventory the items you have collected.