

Hosting a Flip the House Party: **A Step-by-Step Guide**

Thanks for hosting a Flip the House Party! You're taking an important step in our nationwide effort to win back the House this November and impeach our lawless president.

Never done anything like this before? No problem. Follow this simple step-by-step guide, and you'll have a successful event planned in no time. Don't see your question answered here? Check out our FAQs in your email or send an email to houseparties@needtoimpeach.com.

Step 1

Figure out the logistics: When will your party take place? Where? How long will it last?

Step 2

Set a clear goal for your party – how many notecards do you want to have written by the end of the event? Ideally, each attendee will complete at least one packet of 10 notecards.

Step 3

Plan your Flip the House Party. Keeping to a timeline will help make the event a success. See a sample program plan in the "Run the Show" document in your email.

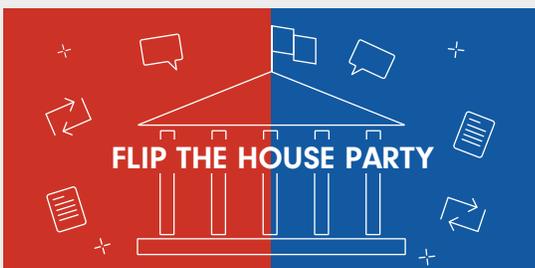
Step 4

Advertise your event via email, Facebook, or Eventbrite. Learn more about creating a Facebook event [here](#), and an Eventbrite event [here](#).

Suggested Flip the House Party Facebook Invite

Event Title: Flip the House Party!

Event Banner:



Event Body:

Please join me on the evening of _____ to write notecards encouraging voters in key congressional districts across the country to vote this November.

It's no longer enough to follow the news – we've got to take action. I have the notecards and postage: All I need is your help!

Step 5

Follow up with attendees over the phone, via text, or in person a few days before the event if possible. Email and Facebook RSVPs are less reliable.

Step 6

On the day of the event, make sure you have plenty of supplies – pens and scrap paper are a must! Food and drinks are optional, but a nice touch.

Step 7

Welcome everyone, and explain why writing letters is [so important](#).

Step 8

Pass out packets to your guests and have them sign in on your [House Party Sign-in sheet](#)!

Step 9

Write the letters!

Step 10

If you'd like, please share photos, videos, or stories with us by emailing houseparties@needtoimpeach.com or posting on social media. You can tag us on Facebook (@NeedToImpeach) or Twitter (@Need2Impeach)

Step 11

Thank everyone for coming and declare the party a success!

Step 12

Make sure the envelopes are sealed and drop them off at your nearest USPS box as soon as you can. You're done!

BONUS!

Track the progress of your notecards on your personalized Need to Vote [dashboard](#) and share the results with your attendees!