

RESCUE PARTY PLANNING CHECKLIST

Find everything you need in the Rescue Party downloadable kit at ijm.org/rescueparty.

For a Great Party

Go the Extra Mile!

5-7 WEEKS

- Choose the venue and date for your Rescue Party
- Create your guest list
- Send texts to your guests expressing your excitement and encouraging them to save the date
- Set a Freedom Partner goal for your Rescue Party

- Find a friend or co-host who loves IJM to help you host your Rescue Party; divide tasks and conquer together!
- Find a friend or local babysitter to provide 2 hours of childcare for all attendees with children

3-5 WEEKS

- Send guest invitations to your Rescue Party, using text or free services like Evite, Paperless Post or Punchbowl.
- Decide what refreshments you'd like to serve

- Get an in-kind donation of food or drinks from a local restaurant or grocery store

2 WEEKS

- Watch the film and the "Freedom Partners: the Heartbeat" video to get prepared (if you haven't yet!)

- Send a friendly email or text reminder to Rescue Party guests. Share a detail about your party that will get them excited

1 WEEK

- Make reminder calls/texts to all your guests (especially those who have not responded yet!)

DAY OF PARTY

- Tear out your Rescue Party Sign-In Sheet and set in a high-traffic area of the venue/your home
- Set up additional materials (nametags, the Evidence of Rescue Tent inside your downloadable kit, a laptop loaded with the online giving form [IJM.org/sendrescue], and/or a basket to gather completed Freedom Partner giving forms at your party
- If you're providing refreshments, set up food and drinks for guests
- Double-check video equipment and connectivity before guests arrive

- Send an additional reminder to all guests via text, phone or email.
- Place a welcome sign or balloons outside to welcome guests

YOUR RESCUE PARTY

- Welcome your guests! Have them sign-in and complete a nametag as they arrive, encouraging them to meet others
- Follow or be guided by our provided "Rescue Party Program Flow" in your downloadable kit. Play the film and most importantly, invite everyone to join you in this movement by becoming a Freedom Partner. After your "invitation to give" moment, reserve 3-5 minutes for them to consider this opportunity
- Allow them to respond, encourage them to bring their completed Giving Form to you or complete it online at a laptop you've set up.
- Let them know they can continue mingling and then publicly celebrate the number of Freedom Partners made possible that evening.

DAY AFTER PARTY

- Within 3 days, mail (1) all completed Freedom Partner Giving Forms, (2) your Host Debrief Form and (3) your Sign-in Sheet to IJM at the following address: P.O. Box 58147, Washington, DC 20037. This allows us to create the best experience for your friends by thanking them immediately!
- Send a personal "thank you" message to all guests who attended
- Send a special "thank you" to guests who signed up as Freedom Partners
- Send a message to those who couldn't attend that it's not too late to make an impact with you by becoming a Freedom Partner at IJM.org/sendrescue