

### **Why Host a Gala Watch Party?**

Hosting a Gala Watch Party is a great way to catch up with friends and family while raising awareness about a great cause that you support and believe in. It also helps:

1. Grow awareness
2. Build supporters
3. Raise money

A watch party can be as simple or complex as you like. Host it all, partner with a friend, or make it a potluck.

Whatever you choose, ***the purpose is to connect your network to a great cause like Opportunity Junction***. If your guests align with the mission and work, they will hopefully be willing to get involved or become donors!

### **Checklist:**

- By April 14<sup>th</sup>:
  - Decide on guest list and time
  - Send invitations (*see template invitation*)
- By April 20<sup>th</sup>:
  - Determine and arrange food/drink/hospitality
  - Reminder email to guests
  - Make sure you are [RSVP'd to the event](#) so you can login to watch!
- April 23<sup>rd</sup> (day of the event)
  - Make sure your viewing area is ready and connected for the watch party!

Leading up to your event, our staff will get you:

- Handout materials

### **Draft Agenda: 2022 Gala (Virtual) starting at 5:00pm**

- Party starts – guests arrive b/w 4:30-5:00pm
- Party host introduces Opportunity Junction Gala
- 5:00-5:45/6:00 PM: Viewing of the virtual gala
- Host makes ask for guests to consider making a donation (by check, or by mobile phone)
- Party proceeds as host determines



**Draft Invitation:**

Dear **FIRST NAME(S)**,

You are invited to a very special event!

Please join us to learn more about [Opportunity Junction](#), an organization that I proudly support.

They are doing great work to help local job seekers launch careers that lead to financial security. I think you would agree that their mission is something worth celebrating and I hope you join us to hear from Opportunity Junction alumni and staff at my virtual watch party of the 2022 Gala!

**Saturday, April 23, 2022 at 4:30pm**

**Location Address**

**Delicious finger food, wine, and other beverages will be provided.**

**Please RSVP by DATE to (xxx) xxx-xxxx.**

Please bring your checkbook to help [support this organization](#) if you feel inspired.

With thanks,

**[YOUR NAME]**