

Out-of-Afghanistan House Party Planning Timeline

14 to 10 Days Out

- Register your event at Peace Action's Out-of-Afghanistan Peace Party Center (**<http://www.out-of-afghanistan.org>**)
- Decide on the House Party's date, time & location
- Ask a friend or two to help plan the House Party or help out the day of the Peace Party
- Invite People (**www.peace-action.org/houseparty/invitation.pdf**)

9 to 5 Days Out

- Follow-up, ideally by phone, with guests who have not yet RSVP'd
- Send out a reminder to all confirmed, possible, and unresponsive guests

4 to 2 Days Out

- Gather and test all equipment, materials, and food (**www.peace-action.org/houseparty/checklist.pdf**)

Day Before

- Send out one, last reminder to all confirmed, possible, and unresponsive guests

Day Of

- Set up at sign-in station (**www.peace-action.org/houseparty/signin.pdf**)
- Assign a timekeeper and/or a note taker
- Take pictures and/or video of your House Party

Day After

- Share your stories by writing a blog post and e-mailing it to dkunes@peace-action.org
- Get your photos included in the House Party Photo Gallery by e-mailing them to dkunes@peace-action.org
- Thank guests for attending (**www.peace-action.org/houseparty/thankyou**)