



Sisters on the Planet Party Guide

1. Plan, plan, plan

Time and Place

Plan the party at a time when your group normally meets for meetings, i.e. after classes, work and/or during evening hours of the week, when most people are in town and available to meet.

Perhaps, the group can meet in someone's home, apartment, dorm room, community center, church or other venue that you can use for a few hours and that is equipped with a television and DVD player.

Equipment Needed

- ☐ Order your Sisters on the Planet DVD or download the videos from our website.

If you order the DVD:

- ☐ Television and DVD player would be ideal to play the full Sisters on the Planet video.

If you download from website:

- ☐ Laptop, a full Internet connection, a projector, speakers, clear projector screen or wall for easy viewing.

2. Get your invitations out

Send guests your Sisters on the Planet House Party invitations. Develop your guest list, and send your invitations! Be creative and show that fun and politics do mix. Be sure you're clear about the purpose and activities of your event. Title your invite something like this: "Support Global Sisterhood—help the women around the world lead climate change solutions and adapt to the climate crisis. Demand Congress to pass equitable climate change legislation now!" When you write your invitation, we suggest that you set the party duration between one and a half to two hours.

Follow up directly. By maintaining personal contact, you can make sure your friends and family read your invitation and reply.

- **WEDO recommends:** Instead of paper invitations create an invite using programs such as evite.com to easily send a creative invite to your guests. If you do use paper invitations send them on recycled or sustainably produced stationary. Calling is always a great way to invite people to parties as well as to connect with them.



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3. Decide on one or more activities and gather materials

Letter writing

Collect email addresses or the local mailing addresses of your legislators at www.senate.gov and www.house.gov. Search for your local legislators to find their individual web sites and contact information. Go to the “contact” tab on their sites to find the district office addresses. **Note:** It’s important that you only mail to local district offices. Do not send mail to the Washington, DC, offices because delivery will be delayed.

If you are e-mailing the letters, simply have your guests personalize the letter templates WEDO has provided in the online action kit. If you are mailing letters, gather enough envelopes, pens and stamps for your guests; don’t expect your guests to bring them. Print out the letter templates we have provided and have paper and pens available so that your guests can write their own, personal letters about women and climate change. Review your RSVP list. Make sure you have enough copies of the materials you’ll need to write the letters. Don’t force people to share.

- **WEDO recommends:** Emailing is the most environmentally sustainable way to send the letters to your legislators. However, we recognize this is not the most effective. If you do plan to mail the letters, use recycled and sustainably-produced paper, envelopes and pens. Buy stamps that support environmentally sustainable initiatives and/or women’s rights.

Create Your Own Addition to Sisters on the Planet

Are you already doing something in your community about climate change? Is there a woman or women in your organization/community/networks who are advocating for action on climate change? Want to show the U.S. why your community is demanding U.S. action on climate change? Add your story to the Sisters on the Planet video by creating your own! Here’s how:

- ☐ Have a video camera available to record why you want your senator or congress person to support in mitigating or adapting to climate change.
- ☐ Create a video about how your particular community is impacted by climate change or what you are doing to lessen your impact and help in preventing further climate change.
- ☐ Send your video to WEDO and we will post it on our website!



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- **WEDO notes:** Examples of what you are doing in your community to mitigate your impact include recycling, using LED light bulbs, driving a hybrid, eating less meat, shopping at local farmers markets and buying sustainably grown food and/or sustainable products.

Speak Out!

Do you have a story to tell about how your community has had to cope with recent climate-related issues? Do you want your voice heard about what your community is doing to combat climate change? Tell your guests to email their climate stories (500 word limit) to speakout@wedo.org and we will feature it on the WEDO website or in WEDO's newsletter!

Fundraise

Donate to so that we can continue to work *for a healthy and peaceful planet, economic and social justice, and human rights for all*. Please download [donor forms](#) and send money to the below-listed address. If you are paying by credit card you can also fax the [donor form](#) to our office.

WEDO
355 Lexington Avenue, 3rd Floor
New York, NY 10017
(212) 973-0325
(212) 973-0335 (fax)

There are various ways to make a [tax-deductible contribution](#). Please visit [WEDO's website](#) to find out more about how you can contribute to the fight for women's rights around the world!



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4. Prepare your house

- ☐ Make sure there's enough seating. You don't want people sitting on the floor.
- ☐ Make sure there are enough tables. You'll need them for food, materials, and writing.
- ☐ On the day of the party, make sure the venue is visibly marked. This is especially important if you live in an apartment complex.
- ☐ Make sure your DVD player and TV or Internet and Projector are working.
- ☐ Select food that's easy to eat. You don't want messy food to get in the way of the task at hand. Don't forget the drinks!
 - **WEDO recommends:** Get your food and drinks from a local farmer's market or buy food from your grocer that is sustainably or locally grown. Less meat is better.

7. Gather your materials

Within three weeks after letting us know you want to have a 'Sisters on the Planet House Party', you'll receive a packet of materials from Oxfam. These include handouts for your guests as well as information you can use to guide your house party discussion.

Make nametags! Some guests might not know each other.

- **WEDO recommends:** Use recycled materials to create your nametags. Be creative and reuse paper or other materials around your home to make your nametags; this will save money and the planet.

8. Party, party, party—Follow the agenda

Give yourself at least one and a half to two hours to conduct your Sisters on the Planet House Party.

Guests arrive (all)—15 minutes. Have your guests add their names to your sign-up sheet, put on nametags, get food, and mingle.

Welcome (host)—five minutes. Introduce yourself, welcome your guests, and thank everyone for working to pass significant climate change legislation.

Guest introductions (all)—five minutes. Ask guests to quickly introduce themselves and share where they are from and why they came.



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Watch the DVD (all)—30 minutes. Watch the DVD about how climate change affects women in various countries, including the U.S. The DVD will be part of the packet you receive from Oxfam America after registering.

Discussion (host)—25 minutes. After showing the DVD, lead a brief talk about climate change.

Hand out pens, paper, envelopes, and other materials (host)—five minutes. Make resources on Women and Climate Change available: copies of our letter templates; women and climate change factsheet with great facts and figures; tell people to visit the resource section of WDACC's online action kit for more information.

Letter-writing (all)—20 minutes. Make sure you have stamps on hand. Guests will use the materials you handed out to write their personalized letters to their members of Congress. Collect the letters so that you can mail them after the party.

Wrap up (host)—five minutes. Thank all the guests for coming. Ask them to join you on the Women Demand U.S. Action on Climate Change email list by going to www.wedo.org. This list gives you up-to-date information on The Women Demand U.S. Action on Climate Change campaign and the progress of climate change legislation, as well as more tools to make a difference in your community.

8. Follow up

Mail your letters to Congress. First sort them into piles for each senator and representative, count each pile, and then mail them to the local addresses. Tell WEDO how things went!

We need your input in order to improve how we do our work. We really want to know how the Sisters on the Planet House Party strategy and tools worked for you. It's also essential that we track your impact, so let us know how many letters were written and to which legislators. You can email rachel@wedo.org.

Send in the sign-up sheet. Help us build a WDACC support base. As part of WEDO's online action kit, you can download a sign-up sheet. This will enable your guests to be a part of WEDO's WDACC online community and receive periodic updates on our work in the U.S. Return your sign-up sheets to the following address:

Women's Environment and Development Organization
c/o Rachel Harris
355 Lexington Ave, 3rd Floor
New York, NY 10031

To conserve paper you can e-mail your guests' information to rachel@wedo.org.



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Thank your guests via email. Remind them to join you on the Women Demand U.S. Action on Climate Change email list at www.googlegroups.com/wdaccus.



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PARTY CHECKLIST

Four weeks before

- ☐ If you haven't yet, register for a Climate Change House Party and order free materials by sending an email to climatechange@oxfamamerica.org. You'll need to tell us your name, address, and roughly how many people you think will be attending.
- ☐ Plan your date, time, and invitation list.
- ☐ Create and send invitations to your guests.

Two weeks before

- ☐ Follow up with your invited guests and make reminder phone calls.

One week before

- ☐ As the organizer, you want to view the video before the party and get a sense of what type(s) of activity/activities you want your friends/organization to do after watching it. Discussion questions and recommended activities are provided in this guide.

Three days before

- ☐ Buy food and drinks.
- ☐ Buy nametags, stationery, stamps, and pens as needed; have a camera ready to record a video or take pictures.
- ☐ Review the agenda for the event.
- ☐ Make sure your TV and DVD player are working.
- ☐ Make extra copies of guest materials as needed.

The day of

- ☐ Set up your room with refreshments, literature, and materials needed for your activity.



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- ☐ To help people find your home, turn on the outside light and tie up a balloon.

During your Sisters on the Planet Party

- ☐ Greet guests and make sure everyone signs in on the sheet provided.
- ☐ Make sure all guests visit WEDO's action page to find more materials and resources on women and climate change.
- ☐ Thank them for coming and participating.

The day after your house party

- ☐ Sort, count, and mail your letters to Congress/send your video to wedo@wedo.org /send rachel@wedo.org a blog about your event.
- ☐ Mail WEDO your sign-up sheet.
- ☐ Email WEDO your letter tallies in the feedback form we provide.
- ☐ Thank your guests via email, and ask them to join the Women Demand U.S. Action on Climate Change campaign listserv by sending an e-mail to wdaccus@googlegroups.com.