



EOI's 2021 Changemakers Dinner  
September 29th, 2021

## Watch Party Host Guide

Dear Friend,

Thank you for filling the important role of watch party host for **EOI's 2021 Changemakers Dinner!** The Changemakers Dinner is more than a fundraiser: it's our community's main opportunity to come together and network, grow, and build our collective future! As more and more of us are vaccinated, we understand that many people are hungry for real-life interaction. That said, we are still living in a pandemic and many of us aren't quite ready to be maskless at an event with hundreds of people. Watch Parties are a great compromise that allow us to safely enjoy the fun and connection of an in-person event!

### What is a Watch Party?

A Watch Party is a small gathering of 5-10 people in the home or other preferred location of a member of our community (that's you!). The event program, filled with inspiring speakers, moving art performances, and celebration of our work together, will be streamed online from 6:30 pm to 7:15 pm. Between 5:30 pm and 6:30 pm, just like at our in-person events, is a wonderful opportunity to mingle, network, eat, drink, and connect!

The Changemakers Dinner Watch Parties can begin anywhere from 30 minutes to an hour before the program starts. Food and drinks can be delivered right to you by our catering partner, and then when the program starts your guests can gather around a TV or computer to watch together (don't worry, we can help with the technology!)

You are not required to pay for your guests' meals or registration. Some Watch Party hosts prefer to do this while others find that guests feel more invested in the event's success when they purchase their own meal and registration. The choice is yours and both options are effective!

### What EOI provides:

- Meals and mocktails delivered to your home for you and your guests, including plates and cutlery
- Technical consultation before the event and stand-by assistance to stream the event program

---

**"Because we need more than a rising tide."**

603 Stewart Street, Suite 715, Seattle, WA 98101 || P: 206-633-6580 || [www.opportunityinstitute.org](http://www.opportunityinstitute.org)

- Sample communications for guests (see page 4 for invitation email template!), Watch Party FAQs, and simple instructions to stream the program on your computer or smart TV
- Informational materials about EOI and the Changemakers Dinner
- Support from a member of our staff as needed
- Gratitude to you in our printed event program

### **What Watch Party hosts provide:**

- Space for 5-10 people to gather, either in a home, yard, office, or other safe shared space
- Strong internet connection and TV or computer with sound so that you and your guests can enjoy the program
- Guest lists and meal orders 4 weeks before the event
- Additional beverages if desired (you'll receive themed mocktails for you and all of your guests, so if you want to turn it from a mocktail into a cocktail you'll need the ingredients for that!)

## **Timeline for Watch Party Hosts**

### **JULY – Brainstorm!**

- Think about how many guests you can host and who you will invite. We recommend that you invite more than enough people, as many will not be able to attend. Think about who in your circles is interested in progressive policy change and is likely to support EOI's work!

### **AUGUST – Reach out!**

- Begin inviting your guests. It is considered best practice to invite guests in-person or by phone, but emails or texts can help get the word out! Make an invitation to each person on your list. We've included a sample email on the last page of this packet that you can use to get started.
- It usually takes a few reminders to get commitments from guests. If you haven't gotten a commitment from your guests after a week or two, it's a good idea to follow up with a reminder.

### **SEPTEMBER 1st – 19th – Confirm!**

- Finalize your guest list and submit your meal orders for you and your guests. If your guests are registering themselves, remind them to do so if they haven't already. Reach out to [melanie@opportunityinstitute.org](mailto:melanie@opportunityinstitute.org) for updates on which of your guests have registered.
- Confirm the time and location of your Watch Party with your guests. Be sure they are aware of any parking instructions or accessibility information to enter your space (example: stairs, unpaved pathways, etc.)
- Connect with EOI staff to confirm technical details and ensure you are prepared to stream the program

**PRE-EVENT WEEK: September 20th – 24th**

- Reach out to guests and remind them of the event. Share your excitement for an evening of delicious food, inspiring speakers, fun games, and incredible company.
- Work with EOI staff to confirm catering delivery details and to confirm any technical or logistical support you may need. We will reach out!

**1 DAY BEFORE EVENT, Tuesday, September 28th**

- Call or text guests confirming their attendance and reminding them of the event time and location. Remind them to bring a fully charged phone and credit card or checkbook to participate and support at the event!

**DAY OF EVENT, Wednesday, September 29th**

Before 5:00 pm	Make sure that your space is ready to host guests- create space for food, beverages, mingling, and seating around the TV or computer screen to watch the program. Test run your technology to make sure everything is in working order, EOI staff can help!
5:30 pm	Meals will be delivered to all that ordered them no later than this time. Suggested start time for <b>in-person Watch Parties</b> , but it's up to you! You're the boss of your watch party so feel free to start whenever you like.
6:20 pm	<b>Time to log in! The program officially begins in 10 minutes!</b>
6:30 pm	Program begins
7:15 pm	Program concludes

**DAY AFTER EVENT, Thursday, September 30<sup>th</sup>**

- Thank your guests for joining you!

**Questions? Reach out to Development Director Melanie Mazza at [melanie@opportunityinstitute.org](mailto:melanie@opportunityinstitute.org) or (206) 529-6350**

## Sample Email Invitation for EOI's Changemakers Dinner and Watch Party

Dear \_\_\_\_\_,

I am proud to host a Watch Party for the [Economic Opportunity Institute's Changemakers Dinner](#), and I would be honored to have you join me! The Changemakers Dinner is EOI's biggest event of the year, and usually brings together more than 400 students, lawmakers, advocates, philanthropists, and supporters of progressive policy. Although more and more of us are vaccinated, many people are not yet ready to be in a room with hundreds of other people so the program will be streamed online with a collection of Watch Parties happening all over Seattle, Washington, and the US!

### Event Details:

Wednesday, September 29<sup>th</sup>, 2021

Virtual Cocktail Hour, 5:30 pm – 6:30 pm

Virtual Program, 6:30 pm – 7:15 pm

[your address/address of where you're hosting the house party](#)

As you know, I care deeply about EOI. [\[insert some content here about why you are involved with EOI, how you first learned of us, which of our policy areas you're most excited about.\]](#)

The [Economic Opportunity Institute](#) is a non-partisan, nonprofit public policy research and advocacy center in Seattle that creates and advances policy solutions to the most pressing economic security problems facing Washington's low- and middle-income families.

EOI has made enormous strides in its 23-year history, including recent wins such as **expanding health coverage affordability through Cascade Care, expanding Paid Family and Medical Leave, and securing \$66 million to support compensation and health coverage for child care workers**. In years past, EOI was the catalytic organization in securing statewide Paid Family and Medical Leave, the Equal Pay and Opportunity Act, and numerous progressive revenue proposals to make Washington State a more equitable place to live and work.

EOI's policy team is not stopping there- they are currently working on **building pathways to health coverage accessibility for immigrants and undocumented people, developing a system for child care workers to enroll in fully subsidized health coverage, and continuing to advance bold, systemic approaches to amply fund Washington's public services with fair contributions from all residents**.

By joining me at my Watch Party for EOI's 2021 Changemakers Dinner, you are helping to power this work and ensure that all Washingtonians have the opportunity to access health care, education, a secure retirement, and a quick and equitable recovery from the COVID-19 crisis.

Food and beverages will be provided by EOI and available at my house. [Specify whether guests are being invited for free or if they should plan to register themselves. If they'll be registering themselves, include "Head to [www.opportunityinstitute.org/2021changemakers](http://www.opportunityinstitute.org/2021changemakers) to register and select your meal option, and be sure to use my address as your delivery address!]

Note that this is a fundraiser, so I encourage you to attend with a giving spirit! The funds raised at this event are critical to EOI's policy work year-round, so I hope that we can all do our part to make sure this organization can continue building a brighter future for all Washingtonians.

I sincerely hope you can join me to celebrate these wins and support the work that is yet to be done. Please let me know as soon as possible if you will be able to attend or if you have any questions. Thank you!

Warmly,

(your name)