

# Party Planning Guide



HOME FOR THE  
**HOLIDAYS**

The logo consists of a white silhouette of a tent with a pointed top and a decorative border along the eaves. Inside the tent, there is a small yellow silhouette of a family consisting of two adults and two children. The text 'HOME FOR THE' is positioned to the left of the tent, and 'HOLIDAYS' is written in a larger, bold font below it.

# Home for the Holidays

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The holiday season is a special time for families to gather together. Yet millions of orphans around the world have no place to call home.

World Orphans is committed to changing that by empowering the indigenous church to provide Biblical-based care for orphans.

We're delighted you're considering hosting a Home for the Holidays party. We want to make the process simple and fun and have created this guide to help you prepare and hold your event.

World Orphans partners with churches in the developing world to rescue and care for orphaned, abandoned, and vulnerable children. Whether it's working to keep families together after the death of a parent, assisting extended families to take in orphans, offering residential foster care opportunities, or providing needed transition and self-sustainability programs, these churches give children security, safety, and hope. Spreading the word about World Orphans and encouraging others to get involved is a step toward giving these children a second chance at life

# Table of Contents

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Before the Event.....	4
Party Agenda.....	6
Collecting Donations.....	7
After the Event.....	8
Orphan Advocacy Teams.....	9
Party Details - Ambiance.....	8
Party Details - Food.....	10
Appendix.....	16
Online Campaign Instructions.....	17
Fact Sheet (A Sobering Truth).....	18
Yes Sheets.....	19
Host Evaluation Form.....	20

# Before the Event

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The key to planning a successful holiday party is to set your date as early as possible, so you are sure to get the good party day. After all, the more convenient the day of your party, the more likely your guests will join you!

## Advance Preparations

1. Determine your event date and “RSVP by” date - let World Orphans know the date of your event.
2. Create your guest list
3. Set up your Home for the Holidays online giving campaign and include the URL in your invites for those who want to give but can't come. (See Appendix for detailed instructions.)
4. Write out invites, include directions if needed (Printed invitations are available by request at [worldorphans.org/homefortheholidays](http://worldorphans.org/homefortheholidays) or call 1-888-ORPHANS.)
5. Hand deliver or mail invitations 3 weeks in advance (It's the Holiday season, people are planning early.)
6. If you need a DVD copy of the “Why Orphans” video, submit a request online at [worldorphans.org/homefortheholidays](http://worldorphans.org/homefortheholidays). You can also show the video via laptop at [worldorphans.org/whyorphans](http://worldorphans.org/whyorphans).

## As your date approaches

1. Total the RSVPs
2. Follow up with anyone who hasn't responded via phone or email.
3. Plan your menu, quantities according to number of expected guests and event style
4. Decide on and plan ice breakers
5. Purchase gifts and/or prizes
6. Purchase any additional items / décor / non perishables.
7. Clean your house earlier in the week
8. Make copies of the Fact Sheet (A Sobering Truth) and Yes! Sheet (see Appendix)

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## Final Preparations

1. A couple of days in advance, purchase perishable items, put together centerpieces, do any baking necessary.
2. The day / night before, do a quick touch up of cleaning around your house, set table or area where food & drinks will be displayed. Do any prep work and/or make dishes that can be made in advance.
3. On the day of, finish setting food / beverage area, complete food preparation / baking.

An important factor to keep in mind while planning your event is that with a bit of preparation before hand, you will be able to enjoy your company and event!

Party planning websites:

<http://www.celebrations.com/christmas-party-ideas>

# Party Agenda

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Welcome

Guest Introductions

Home for the Holidays with World Orphans

Learn about World Orphans' mission to see each church strengthened, each child rescued and each community impacted around the world.

Play the "Why Orphans" video

Dinner/Dessert

Thank You Gifts

Yes! Sheets (See Appendix)

Prayer/Adjourn

# Collecting Donations

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## How To Collect Donations

1. Be sure your guests know that by donating to World Orphans, they are helping transform churches, children and communities around the world. Reinforce how careful World Orphans is to be responsible with all contributions. World Orphans follows the stewardship practices of the Evangelical Council For Financial Accountability (ECFA) and Independent Charities of America (ICOA).
2. When you are ready to collect donations, let your guests know to give according to their ability, and that there are so many ways to get involved: prayers, time and money.
3. Mention specifically the different ways to give:
  - Write a check made out to World Orphans
  - Use their credit card by providing their information on the Yes! Sheet.
  - Donate on your Home for the Holidays campaign page (Check and Yes! Sheet donations will be added to your campaign total manually.)
4. Discuss other ways to get involved:
  - Encourage your church to engage in a Church-to-Church partnership.
  - Form or join an Orphan Advocacy Team - we'll give you all the materials you need to get started. (See page 9.)
  - Host their own Home for the Holidays party.
  - Pray!

Thank them for their generosity and for making a difference in rescuing a child!

# After the Event

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Fill out the Evaluation Form (see Appendix)

If you have a World Orphans advocate at your event, give him/her the donations, Yes sheets and the Evaluation Form.

Otherwise mail all donations, Yes! sheets, and the Evaluation Form (within 24 hours, please) to:

World Orphans  
P.O. Box 1840  
Castle Rock, CO 80104

It's that easy! Thanks again for spreading the story of World Orphans and helping us rescue and care for children around the world. Your partnership is very important to us and much appreciated!

# Orphan Advocacy Teams

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There is an undercurrent moving through the world pointing churches, individuals, and organizations in the same direction. God is active and doing amazing things throughout the world.

By forming or joining an Orphan Advocacy Team (OAT), you become a part of this Spirit-led movement.

We see Orphan Advocacy Teams as change centers. They are groups of people that gather to learn, pray, exchange ideas, and combine their efforts. The work of World Orphans begins because people, motivated by their love of the Lord, have a desire to take part in God's work.

## **Getting Started**

We've developed an 8-week course to lead you through creating a passionate, inspired OAT. So just gather a group of interested friends and download the materials at [worldorphans.org/oat](http://worldorphans.org/oat).

If you have questions, email [advocate@worldorphans.org](mailto:advocate@worldorphans.org).

# Party Details...Ambiance

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Most likely your house is decorated for the holidays, adding a few additional touches will help create a festive mood. Ambiance is the tone, smell, mood, feeling of the atmosphere, so turn to your senses for help.

A pleasant scent of the holidays can warm up a room. For instance, if you are planning to serve hot apple cider, add cinnamon sticks as it simmers on the stove top. It tastes delicious and the scent of cinnamon is comforting and cozy smell. Candles tend to add a warming effect, creating a more inviting atmosphere. Dim lighting with a strand of Christmas lights on a fireplace mantel also warm up a room. For a center piece(s), fill a clear glass vase with clear glass rocks at the bottom, add an artificial, neutral colored (white, silver, gold) stem of branches. Adorn branches with mini ornaments of all the same style/color.

The additions don't need to be expensive to create the feel/mood of the evening. Share or borrow decorations with a friend or family member. Get inspirations from magazine or catalog holiday issues. There are several inexpensive options available for great holiday ideas: Hobby Lobby, Target, Walmart, Michaels. They may not be the exact item that you saw a specialty home store or catalog, but these store offer replicas at a great price.

Resources:

[www.tableambiance.com/home.php?cat=66](http://www.tableambiance.com/home.php?cat=66)

[www.amazing-christmas-ideas.com](http://www.amazing-christmas-ideas.com)

[www.celebrations.com/christmas-party-ideas](http://www.celebrations.com/christmas-party-ideas)

# Party Details...Food

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## BEVERAGES

Beverages to offer in addition to sodas and water:

Coffee with flavored holiday creamers

Hot Chocolate with marshmallows or whipped cream and a sprinkle of chocolate on top

Eggnog, sprinkle nutmeg on top

Cranberry Fizzle

1 bottle cranberry juice

1 2 liter bottle Sprite

1 pint raspberry sherbet

Pour chilled juice and soda into a punch bowl. Add scoops of sherbet. Stir lightly & serve.

Mulled Cider

16 cups apple cider or pure apple juice

4 (2-inch) cinnamon sticks

Zest and juice of 2 oranges

8 whole cloves

8 star anise

Combine all the ingredients in a large saucepan and simmer over low heat for 10 minutes.

Pour into mugs and serve.

Purchase prepared mulling spices, which combine many of these ingredients, can be added to the apple cider to make preparation even easier.

# Party Details... Food

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## APPETIZERS AND HORS D'OEUVRES

**Cheese Ball & Crackers** - Can be made fresh or purchased at your local grocery store.

**Deviled Eggs** - Use your favorite family recipe – it's a classic!

### Caprese Salad on Rounds

1 Loaf sourdough bread - small diameter

2-3 Tomatoes - thinly sliced

Balsamic vinegar

1 pkg Mozzarella cheese - sliced

1 Fresh Basil leaves

Slice bread, tomatoes and cheese Sprinkle bread rounds w/ balsamic vinegar - Layer tomato, cheese and basil on each slice.

### Hot Artichoke Dip

1 Can Artichoke Hearts (drained)

1/2 Tsp Worcestershire Sauce

1 Cup Mayonnaise

1 Cup Grated Parmesan Cheese

2 TBSP Finely Minced Onions

1 Tsp Paprika

Mix all ingredients. Pour into a 9" Pie Pan (or 1 1/2 Quart Casserole dish). Bake 20 minutes at 350 degrees. Serve with crackers or party bread.

### Hot Crab Dip

1 12 oz Pkg Cream Cheese (room temperature)

1 6 oz Can Crab Meat

1/4 Tsp Tabasco Sauce

3/4 Cup Slivered Almond

Mix cheese, crab meat and Tabasco well. Put in a 2 Quart Casserole dish. Top with slivered almonds. Bake 45 minutes at 350 degrees. Serve with Ritz Crackers.

Other Recipe Sources

<http://allrecipes.com/Recipes/Drinks/Punch/Top.aspx>

# Party Details...Food

## ENTREES

### Beef Chili Bowls (or Stew)

1 Pound lean ground beef	1 - 15 oz can red kidney beans - rinsed/drained
2 Garlic cloves - finely minced	1 Sweet onion - chopped
2 TBSP chili powder	1/4 Cup canned diced chilies
1 Tsp. ground cumin	2 TBSP tomato paste
1 (28 oz) can crushed tomatoes	Oregano sprigs – garnish
Small Dinner rolls	

Cook ground beef and garlic in non-stick skillet until browned. Drain fat. Add chili powder and cumin. Stir to coat beef. Mix tomatoes, bean, onion, chilies and tomato pasta in slow cooker. Stir in beef mixture. Cover and cook on high for 4-5 hours. Serve in hollowed out small dinner rolls.

### Crock Pot Meatballs or Chicken Wings

(Use your own recipe for meatballs or chicken wings, or buy them already prepared):

Place in a Crock Pot

50 Cooked meatballs and/or wings

1 Bottle (1 – 2 Cups) BBQ sauce or gravy

Serve hot with toothpicks

### Baked Penne with Meatballs

Penne pasta, prepared per instructions

Prepared Meatballs, or your favorite recipe

Marinara Sauce

1 cup of mozzarella cheese, shredded

1/4 cup of Parmesan cheese, shredded

1 tbsp fresh basil

Preheat the oven to 350 degrees. Cook the pasta per instructions and drain. Pour the pasta into the sauce with the meatballs. Add the fresh basil and cheese - reserving a bit for the top, then mix VERY gently. Top with remaining cheese and bake for 30 minutes.

# Party Details... Food

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## **Pulled Pork Sandwiches**

4 lbs pork roast (shoulder or butt)

2 large onions

1 cup ginger ale

1 (18 ounce) bottle favorite barbecue sauce (I like Sweet Baby Ray's)

barbecue sauce, for serving (optional)

Slice one onion and place in slow cooker.

Put in the roast and cover with the other onion, sliced. Pour over the ginger ale. Cover and cook on LOW for about 12 hours\*.

Remove the meat, strain and save the onions, discard all liquid. With two forks, shred the meat, discarding any remaining fat, bones or skin. Most of the fat will have melted away. Return the shredded meat and the onions to the crock pot, stir in the barbecue sauce. Continue to cook for another 4 to 6 hours on LOW.\*

Serve with hamburger buns or rolls and additional barbecue sauce.

\*Slow cooker times may vary. In general, allow a good 5 hours on high and an additional 1 – 1 1/2 hours once roast is shredded and barbecue sauce is added.

## **Other Ideas**

Both Sam's Club and Costco have a wide array of frozen finger foods at very reasonable prices. Save yourself some wear-and-tear by trying ...

Cheesecake Sampler: Serves 8-10 (About \$10)

Mini Quiche: Serves 20 – 40 (About \$10)

## **Other Recipe Sources**

<http://www.foodnetwork.com>

<http://www.recipezaar.com>

<http://allrecipes.com/>

Additional entrees can be pinwheel wraps, small finger sandwiches.

# Party Details...Food

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## DESSERTS

### Easy Cheesecake

2 (8 oz) Neufchatel cream cheese - softened

1/2 Cup sugar

1/2 Tsp vanilla

2 Eggs

1 Graham Cracker Pie Crust

Sliced strawberries

Mix cream cheese, sugar, vanilla at medium speed until well blended (smooth & creamy). Add eggs and mix until blended. Pour into the graham cracker crust. Bake @325 degrees for 40 minutes. Cool. Refrigerate for 3 hours. Top with sliced strawberries & serve.

### Peppermint Crunch Recipe

1 Package candy canes or peppermints

1 Package white almond bark

1 Hammer

Ziploc-type bags

Waxed paper

Unwrap peppermints or candy canes and place in Ziploc bag; seal. Pound candy until only small chunks of candy remain. Melt almond bark carefully in microwave. Mix in crushed peppermints. Pour into pans or cookie sheets lined with waxed paper. Let cool (best in refrigerator or freezer). When cool, remove from waxed paper, break into bitesized chunks and store in cookie tins.

### Other Ideas

Peanut Butter Balls

Assorted sugar cookies

Assorted pies

Classic Fudge

### Other Recipe Sources

<http://www.christmas-cookies.com/recipes/index.php>

[http://www.razzledazzlerecipes.com/christmas/cookie-recipes/cookie\\_index.htm](http://www.razzledazzlerecipes.com/christmas/cookie-recipes/cookie_index.htm)

### Resources for Determining Quantities

<http://www.greatpartyrecipes.com/partyfoodplanning.html>

<http://entertaining.about.com/cs/recipesandmenus/a/foodquantity.htm>

# *Appendix*

# Online Campaigns

## How to Setup an Online Fundraising Campaign

1. Go to <http://www.worldorphans.org/campaigns/>
2. If you've already created an account on WorldOrphans.org, sign in. Otherwise click "Get Started" and create an account.
3. On the Bio screen click "change picture" and upload a profile picture for your campaign.
4. Click Start Campaign Now button.
5. Choose a title for your campaign.
6. Select a custom URL. This should be something easy for your friends to type or remember.
7. Enter the fundraising goal for your campaign.
8. "Your Story" is optional.
9. The "Your Invitation" text will appear on your campaign page so use this space to tell others why you are passionate about helping the orphan and how their donation will help us keep orphans in homes.
10. Share your page by copying the custom URL and using email, your blog, Facebook, Twitter, etc to spread the word. Keep people updated on how close you are to reaching your goal along the way.

# *The sobering truth...*

In the past hour...

- 1,625 children were forced to live on the streets by the death or abuse of an adult
- 1,667 children under the age of five died from malnutrition and vaccine-preventable diseases (1 every 2.2 seconds)
- 115 children became prostitutes
- 66 children under 15 were infected with HIV
- 257 children were orphaned because of HIV/AIDS



# Yes I want to help

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

PARTY HOST: \_\_\_\_\_

Please Check Ways You Want to Get Involved:

- \_\_\_\_\_ Please sign me up to receive World Orphans newsletters and updates
- \_\_\_\_\_ Host a Taste of World Orphans Dinner
- \_\_\_\_\_ Pray for World Orphans, the churches, and the children and their communities
- \_\_\_\_\_ Donate to World Orphans financially.
- I will support \_\_\_\_\_ children with a gift of \$44.00 a month.
  - Monthly gift of \_\_\_\_\_
  - One time gift of \_\_\_\_\_

World Orphans is a nonprofit, 501(c)3 organization, and donations are tax deductible. You will receive a receipt via mail.

SIGNATURE: \_\_\_\_\_

TOTAL AMOUNT: \_\_\_\_\_

DATE: \_\_\_\_\_

Payment Options

- Write a check, payable to World Orphans. Please give to your host.  
Send me information on Electronic Funds Transfer (Bank Account)
- Use your Credit Card: (Your host will submit to World Orphans immediately, with rigorous security and confidentiality.) If you select a monthly gift above, this card will be charged automatically each month.

Type of Card (Circle One):      Mastercard      Visa      Discover      American Express

Name on Card: \_\_\_\_\_

Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

# Host Evaluation

World Orphans appreciate all that you have done to raise awareness and money to rescue orphans. Our goal is to make it as easy as possible to host a Home for the Holidays party. Could you please fill out this survey to see if we've met our objective? Thank you so much.

Please include this in the packet of Yes! Sheets and mail back to World Orphans, P.O. Box 1840, Castle Rock, CO 80104

1. Did the materials help you organize the event? Please explain.
2. Is there anything we could change about the preparation materials we provided? Please explain.
3. Was it easy to download the materials from the web, or would you have preferred preprinted materials?
4. Did you have an enjoyable experience? Did your guests?
5. What was the total dollar amount donated at your event?
6. Did it meet your expectations? Please explain
7. Any additional comments on your experience?



[www.worldorphans.org](http://www.worldorphans.org)  
P.O. Box 1840  
Castle Rock, CO 80104  
1-888-ORPHANS