**FUUSB 2020 Stewardship Campaign, Cottage Party Program**

**Roles of Hosts, Helpers, and Facilitators**

**Note:** it would be nice if someone could take a few photographs during the event. This can be done with a smart phone or a camera. They can be posed shots or of someone talking in front of the group during the presentation. Try to avoid using a flash as it will disturb people. Please identify someone to take photographs. This could be the assistant, another lay leader, or an attendee.

**Host roles**

* Pick a date for your gathering between March 8-29, the time and the type of gathering (wine and cheese, tea, brunch, picnic, etc.). Usually food and drink are contributed by the Host (or it could be a potluck – your choice). Contact a Stewardship Team member if you need assistance with this.
* Pick up handouts for your cottage party from the First UU office in late February or early March.
* Prepare and arrange your home for hosting. Work with the helper to make sure you have whatever supplies you need, particularly focused on the food, drink, ice, glasses, etc.
* The goal of having a helper is to free you up to be a social host during the event. Greet and make your guests comfortable; introduce them to each other in a way that they start and interaction.
* Enjoy getting to know your fellow congregants better, hearing stories about FUUSB’s past and the plans for the future
* Prepare a brief testimonial, using the *Guidelines for Giving Testimonials* document. Make sure to share your bullet points with the Stewardship Team contact. Speak about why you give generously to FUUSB.
* Thank people for coming and for supporting FUUSB

**Helper Roles**

* Work with Host to create and send an invitation to your guest list; you will receive your guest list from **Nancy Knox at ospreyvt@gmail.com** (or another Stewardship Team member) who will be your contact person for any questions/comments about the gatherings. It is recommended that you send invitations via an electronic invitation software (Evite, Paperless Post) or by snailmail. An office supply store or website has easily printed invitation templates for this. Let Nancy know if you need help with this.
* Follow up with folks who do not respond to the invitation, or have questions/concerns/needs
* Use Evite or email/phone calls for a reminder a couple of days before the event. Include those who said they could not make it – you never know; schedules change!
* Work with the Host on whatever supplies they need and focus on your supplies as well as whatever supplies you need; this specifically means name tags, markers, tape, etc.
* Greet the guests, take their coats, give them a nametag, tell them where everything is, and respond to questions about parking, etc.
* Keep track of who attends and who does not. If people said they would come, and do not show up, give them a call (after most of the guests have arrived) to make sure they are OK. If they do not make it, get back to them to offer another event or chance to turn in their commitment form.
* As needed, check the serving table and clean it up, collect empty cups and plates, check to make sure there is enough ice, take out full bags of trash, etc. to help the Host keep the place gracious during the event.
* Help the Facilitator, when they are handing out and collecting the pledge materials
* People will start to leave right after the program, so go to the door and return their coats, help them out, etc.
* Thank everyone for their contributions to FUUSB and for attending the event
* Help the Host wrap up and clean up after the party

**Facilitator roles**

* Have the intention that each person present will be as generous as possible this year in their financial commitment to FUUSB
* Keep in touch with the Helper and Host to ensure that things go smoothly.
* Run the program (see Program Agenda)
* Answer any questions attendees may have, or get the answer for them.
* With the helper, manage the Pledge materials. You should take them – in an envelope - at the end of the night, to bring back to your contact on the Stewardship Team or to the First UU office.
* Thank everyone for their generosity and for attending the event.

If you have any questions, please contact:

Nancy Knox, chair, Stewardship Team

ospreyvt@gmail.com

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