

HOST & CHEF INFORMATION
Packet

DINNER AT MY HOUSE.

FOR

• **OUR HOUSE** •

2020

2021

DINNER & EVENT SERIES

100% of proceeds support
programs and services
for people living with HIV.



ABOUT THE OUR HOUSE DINNER & EVENT SERIES

The series began in 1993, during the height of the HIV/AIDS epidemic, when a group of Our House supporters came up with the idea of having dinner at homes in exchange for donations to Our House. Your support makes a significant impact on the lives of those we serve. 100% of the proceeds from ticket sales go directly to meeting the needs of people in our community living with HIV.

For 28 years, Dinner at My House for Our House has been our signature event. With 50 to 70 dinners held annually, this is a wonderful opportunity for your organization to connect with the community and illustrate your support for the work of Our House. We'll print and distribute a beautiful print catalog, offer an online catalog, and execute a robust social media strategy to maximize the reach to potential supporters. Attendance at dinners is expected to exceed 1,000 people. We hope you'll join us!

WAYS PEOPLE CAN HELP

HOST

Host an event at your home, restaurant, at work, or with a caterer or somewhere else? It can be fancy, casual, or in between! It's all up to you!

UNDERWRITE

No time to cook? We're always looking for people to help underwrite our events, plus when you underwrite you receive tickets to your event, too!

ATTEND

We'd love to have you attend one of these magical events! Get your tickets ASAP - they sell fast!

VOLUNTEER

Volunteers contribute thousands of service hours cooking, answering phones, gardening, and providing companionship to our clients.

WHAT YOUR WORK SUPPORTS

With the help of amazing staff, dedicated volunteers, and exceptional supporters, Our House of Portland provides healthcare, housing, and other vital services to people in need in our community living with HIV.

Our House has been part of the Portland community since 1988. Our services have expanded and our commitment to people living with HIV has remained the same. HIV is a complex and challenging disease that can often be overwhelming.

Through these four programs we are able to provide personalized services within our continuum of care:



Our House Residential Care is a team of expert clinicians who work with people with HIV who are having difficulty managing independent living. By tailoring nursing, social work and therapeutic everyday activities our clients and residents are able to define what 'living well' means to them.



Our **Neighborhood Housing and Care Program** provides social work services, nursing, and occupational therapy for people *in their own homes*, providing support so that our clients can live independently as long as possible.



Esther's Pantry, Oregon's first LGBTQ+ affirming shopping style food pantry, provides food and personal care items for individuals and families impacted by HIV.



Tod's Corner provides free clothing and household goods for clients living with HIV.

HOW DO I GET INVOLVED?

Hosts traditionally plan the events, and either cook or provide catering. However, if you can offer any portion of an event, we would love to work with you! Our House staff are happy to match hosts and chefs with venues, entertainment, and other various vendors who are also excited to get involved.

WHAT IS A PUBLIC VS. PRIVATE EVENT?

Public Events are advertised and featured, in detail, in the Dinner Series catalog and website. Reservations are made on the website, or through Our House staff, and are priced generally from \$40-\$250.

Private events are not listed publicly, although hosts are recognized in the Dinner Series catalog. The hosts manage all invitations and collect donations from their guests on behalf of Our House. We recommend donations from \$50-\$150 for private events.

WILL I HAVE HELP PLANNING THE EVENT?

Our House encourages all levels of involvement. If details are not your strong suit or you just need another pair of eyes, Our House staff is available to help support you throughout the planning process.

EVENT PLANNING TIPS & TRICKS

- Consider a theme or activity - Guests love special activities such as live music, cocktail classes, photography lessons, even bingo! If you have an idea, let us know, Our House staff may help figure out a way to bring it to life.
- Check the calendar - We recommend not planning an event on a holiday, as a lot of guests are already out of town and it's difficult to sell tickets.
- Think about traffic - How long does it take to get to your house or venue? If it's a longer commute, consider a weekend day to avoid rush hour.
- Know the season - Outdoor events in the summer are crowd-pleasers, but make sure to have a rain plan. This is Oregon after all!
- Prepare for dietary restrictions - We strive to be inclusive as possible, please consider incorporating vegetarian, vegan, dairy, and/or gluten-free options when planning menus.



HOST GUIDELINES

- Dinner Series hosts are responsible for all costs associated with the private or public event they are planning. This allows all revenue generated from the event to go directly toward Our House. Depending on your individual tax situation, event costs may be tax deductible. Please consult your tax preparer about whether this deduction is available to you.
- Public event hosts are strongly encouraged to sell one quarter to one half of the event seats. Please make every effort to sell tickets to your friends, family, and colleagues. If you would like Our House to send Dinner Series catalogs to your contacts, please reach out to the Our House events team and we'll be happy to mail them out.
- You (or a designee) will be the day-of event "coordinator. Unless you specifically request Our House involvement or assistance, you will be responsible with the onsite execution of your hosted event.

OUR HOUSE STAFF ROLE

The Our House team commits to supporting all hosts as advisors in capturing their intended event ideas and helping see them through. Additional elements of our role include:

- Event ticket sales – Our team will sell as many seats to your public event as we can and help advise how we may be able to boost sales along the planning cycle.
- Speaking engagement – We are happy to send a representative from Our House to your event to engage with guests about our mission and answer questions. If requested, speakers can also be included in the head count so they may participate in the event.
- Donation logistics support – With advanced notice we are happy to provide remit envelopes to allow guests to make credit card donations at the event (recommended especially for private events).
- Pre-event communication – Along with general event details and event confirmations, Our House staff will manage sending directions to all guests ahead of the event. Please include any special instructions for your guests on the host sign-up form.

If you have any additional questions or concerns, please reach out to the events team at events@ourhouseofportland.org or 503-736-9276.

