

Party Coordinator

Trainer Speaker Guide

Agenda: 90 time

Time	Description	Slides	Presenter Script / Notes	Participant Interactivity
PREP	• Tech & audio check • 📄 Music for MVP virtual events • 📄 NS Copy of MVP Party Coordinator Training - 2026 • 📄 House Party Host Intake Script			
10 min	Welcome & opening	1-2	Welcome folks to the space. Ask them to introduce themselves. <i>This presentation is designed to be virtual but could just as easily be edited to be delivered in person.</i>	
		3	<i>Read slide</i> Tell participants the goal is that people leave today's time together with a clear understanding of the roles and responsibilities of a Party Coordinator.	
		4	<u>Say</u> : before we get into the specifics of a party coordinator – lets take a step back. I want everyone to take a few minutes and think of an event you planned. What made it go smoothly? Ask for 1-3 people to share. Thank people for sharing. Allow 3-5 minutes.	
5 min	Party Coordinator: Role & Responsibilities	5	Transition: okay great! So lets keep those things in mind. Because at the end of the day, as party coordinators, our goal is to make an event go as smoothly as possible!	
		6	<i>Read slide</i>	
		7	<u>Say</u> : successful party coordinators leverage 6 main skills <i>Read slide.</i>	
		8-9	<u>Say</u> : in part, you can think of your time as party coordinators as wearing 2 different hats.	

			One as project manager & the other as coach. <i>Go to next slide</i> <u>Say</u>: if we keep those hats in mind – here’s how those skills and responsibilities might show up • PM: ○ Planning – you’re looking 2 steps ahead and keeping everyone on task with the timeline/schedule ○ Time management – meeting deadlines ○ Tech tools – you’re using materials and comfortable with dashboards ○ Communication ! • Coach ○ Relational – you’re supporting the host bring MVP into their world & with their people ○ Risk management – you’re anticipating what could go wrong, and supporting the host through or around it. AND you’re also encouraging the host when roadblocks come up, they worry about not meeting goals, etc. ○ Communication is key!	
10 min	Skills spotlight	10	<u>Say</u>: that’s the role at a birds-eye view. Now lets think back to where we started – envisioning successful events. That is the goal of our hosts and our job as coordinators to make happen!	
		11	The two objectives that make that possible are: 1. Maximizing fundraising potential (coach) 2. Providing positive experience for the host (project manager)	
		12	<u>Say</u>: lets put our Coaching hat on. Objective 1 is all about coaching the host to maximize their funding potential. During the initial call you’ll have with a party host, you’ll get to know eachother, learn about their goals for the party, and you’ll set a fundraising goal. We encourage hosts to raise a baseline of \$10,000, and that serves as a good metric for your	

			conversation. <i>Read slide.</i>	
		13	<u>Say:</u> for objective 2, we switch hats and put on our project manager hat. Providing a positive experience for the host, means that: • They receive clear communication around expectations • They're set up for success with deadlines and accountability • They feel confident in ability to accomplish the tasks at hand	
5 min	Brainstorm: keeping volunteers on track	14	<u>Say:</u> These objectives are pretty straight forward. But they involve people – and we're not always single-focused. Taking a step back – think back to your prior experience. What has worked well in keeping volunteers on track with a project? Allow a few minutes for folks to brainstorm. Then ask for people to share out. Thank folks for sharing. <i>Key points here:</i> • <i>Baseline of rapport & building relationships</i> • <i>Communication</i> • <i>Share any specific tips/tricks the Hub uses!</i>	
5 min	Resources	15	<u>Say:</u> Just like we're supporting the hosts, MVP Staff and Hub leadership are here to support you as the Coordinator. Let's do an overview of the materials <i>Name where they can find these materials again – whether its in an email previous or following the meeting, a google folder, etc.</i>	
		16	Host checklist <i>read slide</i> • Host Resource Host Timeline Checklist	
		17	Coordinator checklist - <i>read slide</i> <u>Say:</u> this checklist follows the host checklist, but is done from a planning perspective, so that the coordinator is a few steps ahead of a host's deadline.	

			• 2026 Party Coordinator: Resource Index • House Party Sample timeline: Coordinators	
		18	Run of show – <i>read slide</i> • MVP House Party TEMPLATE - Run of Show	
		19	Party follow up – <i>read slide</i> • House Party Resource: Host checklist - updated April 2026 • Host Checklist Resource: House Party Debrief template • Relationship Tracking - House Parties – it is the responsibility of Party Coordinators to make sure this document is completed after a party & submit it to MVP Donor Organizing Staff to upload the information into our databases. <u>Say</u>: house parties are both fundraisers and recruitment tools, and while party coordinators wear 2 hats, at the end of the day we're organizers and follow-up with hosts is key!	
5 min	Communication best practices	20		
		21	<i>Read slide</i>	
		22	<i>Read slide</i>	
		23	<i>Read slide</i>	
35 min	Role Play	24	<u>Say</u>: now that was a lot of information at you. In pairs, we're going to take a few minutes to role play interacting with a host.	Open breakout rooms – send people into rooms of 2 people
		25	Instructions: • Review script •  House Party Host Intake Script • Decide who will start as person A • Begin • Switch when message comes through After 10 minutes in rooms send message to debrief. After 3 more minutes send message to switch roles. After 10 more minutes send message	Put script in chat:  House Part...

			to debrief. After 3 more minutes close rooms. Allow 27 minutes total. Welcome back to main room and ask folks about their experience.	
		26	[optional] This slide serves as a space for the hub to include a common scenario or challenge you face with hosts.	
10 min	Closing & Next Steps	27	Close out! Name what the next steps look like for folks • Will they get an email with resources • Are there upcoming coordinators they can shadow? • Who is their point person? Create space for questions. • What things are still top of mind for people? • What clarity do folks still need?	
	[optional]	28	This is a placeholder for if there are any hub specific tips/tricks you want to highlight or name	