



# Hostess Guide

One Purse Gathering

*OnePurse.org*

# 5 Steps to Host a Gathering

Help sex-trafficking survivors embrace redemption and pursue a confident future by hosting a One Purse Gathering.

- 1. Choose a date** for your gathering. Make a list of who you want to invite and select a method of invitation (Evite, Facebook, etc..)
- 2. Collect gently loved bags** in advance of your gathering date. Collection baskets can be left in school lobbies, teacher lounges, gyms, salons or church offices. (A "Gently Loved Purse Donations" sign can be printed from the Table Signs & Forms in your digital kit)
- 3. Prepare the donated bags** for the day of the gathering. The purses need to be cleaned out and prepped. Ensure they are truly in a gently loved condition, free of odors or stains, and cleared of any items left inside. You will need some form of filler for stuffing the purses on the day of your event; we recommend brown paper bags from the grocery store that can be recycled.
- 4. Identify higher valued bags** and keep them together. The goal is to be good stewards of what is donated, but this is not something to stress about. Designer bags that are in good condition should be set aside and identified as "Boutique Bags." You will display the Boutique Bags together on a separate Boutique Table(s) on the day of your gathering, with a higher suggested donation amount. (A list of Designer Brand Labels can be found under Helpful Resources in your digital kit)
- 5. Arrange bags for display and sale.** Three distinct areas should be created for the event. The first area is the **Open Table(s)** where all of the bags available for a starting donation of \$10 or more should be displayed. The second area is the **Boutique Table(s)** where higher valued bags should be placed for a starting donation that you set based on the inventory you receive. The Boutique Bags should be marked with our special Boutique Bag Tags to indicate a higher donation amount is requested. The third area is the **Check-in/Check-Out Table** where One Purse Bag Tags are provided, and where monetary donations are collected at the end of the gathering. One Purse Bookmarks, Giving Receipts, Flyers and pens should also be placed on this table.

**Note: It's okay if your guests don't show up on time.** It is possible to host a One Purse Gathering within an hour if you have time constraints, but feel free to allow guests the opportunity to fellowship for as long as you'd like.

**Below is a suggested time allocation for your Gathering:**

- 30 minutes for guests to arrive, check in, and shop
- 5 minutes for final selections and bidding
- 5 minutes for your official One Purse group photo
- 8 minutes for the One Purse video
- 2 minutes for closing thoughts and thanks
- 10 minutes for check out

# Tips and Best Flow for Your Gathering:

- **Set out Sips and Snacks.** It can be as simple as pretzels and M&Ms, it's entirely up to you.
- **Arrange the Open Table(s), Boutique Table(s) and the Check-In/Out Table.** Make sure the boutique bags are tagged as such. Place table signs on the appropriate tables (Boutique Bags & Open Table Signs are found in your digital kit under Table Signs & Forms). Place the One Purse Sign-in Sheet/Check-out Register, Bag Tags, Bookmarks, Flyers, Giving Receipts, name tags(optional), and the return envelope for Giving Receipts on the Check-In/Check-Out Table.
- **Stuff purses for better stability and display.** Grocery stores are usually willing to donate brown paper bags. This step makes a difference in the appearance and appeal of each bag.
- **As guests arrive ask them to sign-in and give them a One Purse Bag Tag, a pen and a name tag(optional).** Ask them to write their name on the back of the One Purse Bag Tag, which they will use to tag the gently-loved purse that they want to take home. They should write the highest amount that they would give for the bag under their name. If they do not write an amount, it is assumed they are willing to give the starting donation amount for that table (Open or Boutique). You can handle substantially higher valued bags by putting a "house" bid on the bag with a One Purse Bag Tag. For example, if you were given an authentic Louis Vuitton bag, you could write "House Bid \$150" on the bag to establish the floor price.
- **After the women have been given an opportunity to shop and mingle, give them a final five minutes (timed) to make their final bag selections or increase their bid on a bag that is in competition.** When the five minutes are up, ask the women, whose bags are not in competition, to take their chosen purse with them and gather wherever you are going to be watching the One Purse Video. All competing bags should be awarded to the highest bidder at this time, and then encourage the women who have been outbid to make another selection.
- **Please assign someone to take photos during your gathering, including a group photo(s)** of all of the ladies with their "new" purses. Immediately before showing the video is the best time to do this. Include our One Purse #RESTOREHERDREAM photo prop found in your OP Gathering Kit . Please have the individual who takes the photo(s) email them to [admin@onepurse.org](mailto:admin@onepurse.org). They can also post them to Facebook, Instagram, and/or Twitter and tag One Purse if they wish. Please use the hashtags #onepurse and #restoreherdream.
- **Wait to collect donations until all of the women have watched the One Purse Video** and are aware of the need and how their donations will be used.
- **When the video is done playing, share a few closing thoughts, and thank the women for attending.** Ask them to take the next few minutes to decide what they would like to give, and hand out the Giving Receipts for them to complete.
- **At the check out table, women who paid by cash or check can simply place their Giving Receipts along with their donation in the envelope provided,** and take a One Purse Bookmark as a thank you for attending and an encouragement to pray. If some women want to give by credit card, they need to complete their Giving Receipt and either give on their phone by going to our OnePurse.org mobile-friendly site and choosing Donate from the dropdown menu, or bring their Giving Receipt and credit card to the check-out table where a laptop or tablet should be located, for their convenience. When they have completed their online donation, have them place the white copy of their Giving Receipt in the return envelope.

# Checklist of Supplies Needed:

## One Purse will provide:

- Invitation Copy (suggested wording)
- Gently Loved Purse Donations Sign
- One Purse Signs (Open & Boutique)
- Boutique Bag Tags
- One Purse Bag Tags
- One Purse Overview Flyer
- One Purse Sign-in /Check-out Sheet
- One Purse Prop (for group photo)
- One Purse Video
- One Purse Giving Receipts
- One Purse Bookmarks
- Return Envelope

## Hostess to provide:

- Brown Bags, or similar material, to stuff purses
- Tables or Display Surfaces (at least three)
- Computer or iPad for guests who want to make credit card donations at **OnePurse.org**
- Pens and Name Tags (optional)
- A Television w/ DVD player or internet connection to show the One Purse Video
- Light Sips and Snacks (optional)

## After Your Gathering is Over

Please sort the Giving Receipts and donations into **cash, check and credit card** gifts.

- **Cash:** Count the cash collected and write a personal check to One Purse for the total.
- **Checks:** Keep checks with their Giving Receipts and total the amount given by check.
- **Credit Cards:** Total the donations by credit card and keep those Giving Receipts together.

Complete the bottom of **Sign-in/Check-out sheet** with the total amount of cash, check, and credit card donations, and add the three totals together to equal the **total for your gathering**.

Return your **Sign-in/Check-out sheet** with all of the white copies of the **Giving Receipts**, including your **personal check to One Purse** to cover the cash collected, the guest **checks** and the **Giving Receipts** indicating **credit card** donations. Please place these items, along with the **One Purse DVD**, and any **unused tags, bookmarks or flyers** into the **return envelope** provided in your kit and mail it back to us at this address within three business days:

**One Purse, 2121 Camden Rd, Ste C, Orlando, FL 32803**

**Celebrate!** You have just joined us in helping to restore the dream of a survivor whom you may never meet, but whose life will never be the same because you gave of your time, talent and treasure. You are a Dream Giver! From the bottom of our hearts- THANK YOU!

All proceeds go to the **One Purse Restore Her Dream Fund™**