



OUR LADY OF GUADALUPE PARTY HOSTESS GUIDE





Hello!

Thank you so much for serving as a leader in your community as the host of an Our Lady of Guadalupe party! We recognize and ask for the prayers of Our Lady of Guadalupe as the patroness of GIVEN. This patronage is a matter of love. It is born out of love for our Mother because she first loved us! Mary as Our Lady of Guadalupe is Mother of the Americas, of evangelization, of mothers, and of life at all its stages. Just as Our Lady prayed for St. Juan Diego and emphasized her motherly presence when she appeared to him in 1531, we ask for her powerful intercession over our mission and for her presence with us every step of the way.

The vision for this special GIVEN Gathering is to promote devotion to Our Lady of Guadalupe and build up the GIVEN Network of Catholic female leaders of all ages in your community. All we have has been *given to us* by God: our faith, our hope, our love, our gifts, our destiny, our lives—everything—is freely *given* to us by God. The GIVEN Institute explores the feminine response to God’s love, to illuminate “the feminine genius” that women contribute to families, society, the Church, and the world. We desire to help women receive the gift that they are, realize the gifts they’ve been given, and respond with the gift that only they can give. Through sisterhood, formation, and network building, your event will connect Catholic female leaders and help activate the gifts of each attendee.

Please refer to this hostess guide for instructions, suggestions, and options for your party. If you have any questions, please don’t hesitate to contact Megan Haile, GIVEN’s Event & Network Coordinator. You can reach her at (202)455-6701 or megan@giveninstitute.com.

Our Lady of Guadalupe, pray for us!

HOSTING WITH GIVEN

GIVEN PROVIDES

- RSVP tracking—we're the gatekeepers so you don't have to give out your contact information. We'll only share your address with confirmed guests shortly before your party.
- Advertising/invitation to women in your area
- Party activities, including an original Catholic female leaders party game!
- Hostess kit with name tags, GIVEN goodies and special touches for your party
- Our Lady of Guadalupe prayer cards for your guests
- Further opportunities for guests to connect with local Catholic leaders
- Optional door prize and craft activity
- A GIVEN staff member to help you every step of the way

HOSTESS PROVIDES

- Venue. Your home, parish, backyard, or local meeting space is great!
- Food and drinks. This can be anything from a full meal to light refreshments, and can also be pot luck style.
- Invitation to women in your network and community
- Hospitality to guests who you may or may not have met before
- Day-of party hosting and communication with GIVEN staff

PARTY TIMELINE

BEFORE

- Your RSVP event will be at <https://giveninstitute.com/guadalupe-parties/>. Please invite women you know by directing them to register for a free “ticket”. We will close the RSVP event 3 days before the party or when we reach your maximum number.
- When RSVPs close, GIVEN will send you the guest list and send the party address and additional information to guests.
- Please email megan@giveninstitute.com with any questions!

DURING

- We recommend 2-3 hours for your event. See a detailed sample timeline on the next page.
- The general party flow: Guests arrive, a time of food/mingling, gather for GIVEN welcome video, group introductions. Move into party activities: game, optional craft project or more mingling. Wrap up with group prayer, information about post-party opportunities, and departure.
- Take at least one picture of your guests!
- Have guests scan the QR code on the table tent to fill out a feedback survey as they leave. This will help us tailor and improve our programs in the future!

AFTER

- Check in with GIVEN to share your thoughts about the party and any questions from guests to follow up on.
- Share your photo(s) by posting on social media and tagging @giveninstitute or emailing them to megan@giveninstitute.com
- Thank you so much! We hope to see you at another GIVEN event soon!

PARTY TIMELINE

SAMPLE 2-HOUR PARTY TIMELINE

3:00—Guests arrive. Invite them to get a name tag, take some refreshments and start mingling!

3:30—Gather guests, welcome, play GIVEN welcome video

3:35—Guest introductions. Introduce yourself and answer the question, “who is a Catholic female leader you admire—for example, female saints, women in the Bible, or even your own mother?”

4:00—Catholic female leaders party game!

4:30—Optional door prize, awarded to game winner or randomly

4:35—Pray Our Lady of Guadalupe Memorare and Litany of Female Saints as a group

4:45—Announce how to stay involved with the local GIVEN Network, how to fill out feedback survey, remind guests to post their photos on social and tag @giveninstitute, final remarks

5:00—Guests depart

This 2-hour timeline is an afternoon party with light refreshments. Your party may be longer if you are serving a meal, doing a craft, or if you want more time for guests to meet and mingle. Feel free to make it your own and have fun!

OPTIONAL ADD-ONS

We are happy to help enhance your party with the following options. Please indicate if you would like to take advantage of any of these opportunities when you confirm your party.

HAND LETTERING CRAFT

With this party activity option, you will receive the link to a guided hand lettering video led by Madison Bolesta, a GIVEN '19 Alumna. Madison will lead the group in a practice alphabet and a full quote for guests to take home. You will need plain white paper and wide tip Crayola markers to host this activity, and it will take 30-45 minutes.

GIVEN PRIZE

We can send you a GIVEN tote bag to give away as a prize to the winner of the Catholic female leaders party game or as a random drawing. The cost for this option is \$25 and we will include the tote in your hostess kit.

AMAZON SUPPLY LIST

You can use [this Amazon list](#) as a one-stop shop for decorations and handy party items. Remember to shop from **smile.amazon.com** and you can support The GIVEN Institute with a percentage of every purchase.

WHAT'S NEXT?

Thank you for taking the time to read this hostess guide and host an Our Lady of Guadalupe Party in your community! Your event will be a great time and an opportunity for Catholic female leaders to build friendships beneath the loving gaze of Our Lady. Here are the next steps for your party:

- If you haven't already, confirm your party by [filling out the form on this page](#). When you submit it, your RSVP form will be live in a day or two, and we'll start inviting women to your party.
- Feel free to invite women you know personally by directing them to your RSVP form on the GIVEN website. When RSVPs reach the maximum capacity you told us, the form will close.
- Contact Megan Haile, GIVEN's Events & Network Coordinator with any questions or help you need, by email at megan@giveninstitute.com or phone at (202) 455-6701.
- Pray for your guests and for Catholic women to activate their gifts as the Lord wills!