



Setting up a party kit is such an exciting step. It's a tangible way to take action for our community and prove that parties can be both fun and sustainable. But many of us have found that the next challenge is getting our kits used. While social media can help raise awareness, nothing beats getting out into our communities to spread the word in person.

That's why Natalia, Party Kit Network member and board member, has written this helpful guide on how to approach local organisations to build meaningful connections and get more party kits out there partying.

How to Approach Local Organisations

Getting in touch with councils, libraries, and community centres can feel daunting at first, but remember, most local organisations want to connect. They're often looking for new voices, fresh ideas, and trusted partners who care about the community as much as they do.

1. Know Your Local Landscape

Start by mapping out who's nearby and what they do. Look for opportunities where there might be a suitable cross-over with party kits. Typical local partners include:

- Local councils (community engagement or cultural officers)
- Local climate action groups
- Libraries (events, learning programmes)
- Community centres (meeting spaces, local networks)
- Schools or colleges (PTAs, outreach or volunteering opportunities)
- Faith or cultural groups (community champions)
- Local cafés with rooms for events or parties

2. Offer something concrete

Partnerships grow when both sides benefit, so lead with what you can offer. For example:

- Share their event with your school or local Facebook group.
- Offer the use of your party kit as a raffle prize.
- Volunteer to help with a one-off workshop or provide a guest speaker.
- Lend your party kit for free on a few occasions.

Small gestures like these show you're a collaborator, not just a contact.

Member spotlight

Collaborating with local sustainability groups is a great way to raise awareness about reusable tableware and inspire more people to host low-waste celebrations. Party Kit Network member Sarah (Eco Chic Events) teamed up with Chicago Environmentalists to do just that.

Together they hosted a workshop, How to Throw a Sustainable Party. The fundraising event combined practical tips on being an eco-friendly host (and guest!) with a hands-on crafting activity using secondhand materials. It was a fun, creative way to show how sustainable parties can be stylish, community-minded, and accessible to everyone.



3. Have your resources ready

There are templates for posters and price lists in the [members area](#) of our website.

To make it easier for people to contact you, create a QR code for your poster. This can link to your website, your party kit listing on [our website](#), or a [Linktree](#) page.

Free QR code tools include [Flowcode](#) and [Canva](#).



Checklist: Before You Contact a Local Organisation

Use this quick checklist to feel prepared and confident before reaching out. Spending 10 minutes on these steps helps your first contact land in the right way and saves you from awkward “cold calls.”

- ☐ Know who you’re talking to. Identify the right person or department. Note down their email, phone, or LinkedIn contact. Think about if you might have any shared connections who might be able to introduce you.
- ☐ Clarify why you want to connect and what outcome you hope for.
(Tip: it’s fine to start general – “We’d love to explore ways to support your community events.”)
- ☐ Have your resources ready, such as your party kit URL or a poster or price / equipment list you can share.

4. Make the first contact simple

When first contacting potential partners, make it clear what you want to do. Keep your first message short and friendly. One paragraph is enough.

Example email

Subject: Exploring local collaboration – PKN & [Organisation Name]

Hi [Name],

I'm [Your Name], a member of the Party Kit Network. We're a global community working to reduce waste by making reusable tableware more accessible through the concept of locally-run party kits.

I'd love to chat about how we might work together – perhaps around [specific theme or event, e.g. local learning programmes / volunteering / youth participation].

Would you be open to a short call or coffee sometime soon?

Best wishes,

[Your Name]

[Your role / local area]

[Contact details]

Keep a record of who you contact so if you don't hear back after a week or so, you can send a polite reminder:

"Just checking whether my previous email reached you. I'd still love to connect when you have a moment."

Keep it friendly; people are busy, and gentle persistence often works.

5. Celebrate and share

Once you've had a positive exchange or first event, share it:

- Post a short note or photo on your local group channel.
- Tag the organisation on social media to thank them publicly.
- Let the Party Kit Network members know! It will give others confidence to see your success. Please post in our **Facebook Group** and email **hello@partykitnetwork.org** to share via our Members Newsletter

6. Keep going

Not every connection will lead to instant results and that's okay. Every chat about your party kit helps spread the word and creates another local promoter who might tell someone else.

Don't be disheartened. Keep going, keep sharing, and be ready for opportunities – carrying a few flyers with you means you can easily share details when the moment arises.

And remember, you're not alone. Join our **Facebook Group** or an **online meet-up** to connect with other members, swap ideas, and celebrate the wins – big and small!

To suggest an update to this guide please email **hello@partykitnetwork.org**