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FreeWheelchairMission.org

Jewelry Party Planning Guide

Hosting a jewelry party is a simple way to gather friends and make an immediate impact—each bracelet funds a wheelchair for someone in need.

Invite 8-12 guests for a fun, meaningful 2-hour event where you'll enjoy light refreshments, learn about Free Wheelchair Mission, string bracelets together, and have an opportunity to donate a wheelchair and take home your own.

You provide the space, snacks, and hospitality; we provide the bracelet-making supplies, step-by-step instructions, and support to help you plan and host with confidence.

Optional—invitation blurb for email or social media (copy/paste):

Join me for a bracelet-making party benefiting Free Wheelchair Mission!

We'll enjoy light refreshments while we string bracelets—each bracelet provides a wheelchair for someone in need. No experience is needed; all supplies and instructions will be provided.

Plan for about 2 hours of fun and meaningful connection. Check out their jewelry line and learn more about their work here: <https://store.freewheelchairmission.org/>. RSVP to me by X date (we recommend 1 week in advance).

Bracelet Party Planning—2 months out

- Groups of 8-12 are easiest to manage and can string about 50 bracelets in a 2-hour event. We can accommodate a party of up to 50.
- Confirm your party lead and set dates with Free Wheelchair Mission.
- Market the parties.

Party Set Up—day of event

- The host provides snacks and drinks; full meals are not needed and take too much time. Also, be careful not to get food or drinks on the beads and supplies.
- Good lighting is a must. You can use small tabletop lights to help.
- Nametags are very helpful.
- Each place has an instruction sheet and a beading tray.
- Place the stretchy cord in a couple of piles on the table.
- Do not hand out the bead packets until the process has been verbally explained to all volunteers.

Party Agenda Guide

- **Guests arrive** — put on a nametag, sign in on the attendance sheet with the Free Wheelchair Mission template provided (may be handled by Free Wheelchair Mission staff), grab a snack, and drink.
- **Welcome**—Once everyone is there, start with a welcome from Free Wheelchair Mission and a brief introduction to the ministry. Any of our team members present can also do this.
 - Showing a video would be great here, especially a personal story of a volunteer who has been on a vision trip.
 - Have Free Wheelchair Mission cards or other materials about upcoming events.
- **Beading Instructions** (handled by the Party Lead—critical to the success of the process)
- Start by showing the bracelet and reminding them that each bracelet is a wheelchair for someone in need.
- Have everyone grab a cord and walk them through how to tie the 3 knots.
 - ***EMPHASIZE THROUGHOUT THE EVENT THE IMPORTANCE OF TYING THE KNOTS IN THE CORRECT PLACE ON THE CORD!***
- Offer to tie the knots for them if they are struggling.
- Hand out the bead packets; it's best to do one size at a time.
- Explain that size matters. Ask them to look for the size on their packet and find that size on the ruler (on the back of the instructions).
- Show them how to separate their beads in their box. Explain why this is important for determining the final position of the closing knot.
- Remind them often to keep their cord and beads over their box.
- Show them options for beading—scoop and jiggle vs. picking up each bead
- When finished, show them how to tie the 3 knots at the very end of the cord
- Put the strung beads back in the packet
- Place the completed packet in a basket in the middle of the table.
- As they are beading, tell stories about Free Wheelchair Mission, perhaps have a slideshow of photos, and answer questions. (Depending on the size of your party, you may have table hosts provided to you for your event)
- Get to know the people around the table. Hear their stories.
- **Ending**—Thank the host and the volunteers. Instruct them to scan the [QR code](#) Free Wheelchair Mission will provide for further engagement and future jewelry purchases. Talk about how to purchase bracelets in person at your party.

Finishing Bracelets

- Count the beaded packets to make sure you have the correct number by size.
- Remove each string and verify it's beaded correctly—the easiest way is to hold it up to the ruler for that size.
- Tie the finishing knot, cut the strings very close to the knot, and then gently pull the knot into the hole of an adjacent bead.
- Return finished bracelet to the size packet.

[Optional] Future Planning

- Consider touching base with the ladies who attended your party 2 months later, sharing a video/written story from Free Wheelchair Mission on a recent wheelchair given.
- Thank them again and remind them that someone has received the wheelchair made possible by the bracelet they created
- Ask if anyone has an interest in hosting a party of their own, offering help as a co-host.