

# Templates

## Email

### INVITATION TO DONATE FURNITURE

Hello [NAME OR GROUP]! We are so excited to be working with Houston Furniture Bank to help collect new and gently used essential household furniture to help end furniture poverty by meeting the basic needs of our neighbors! This includes: a table to dine on, a sofa to sit on, and a bed to sleep on. Be part of the solution and donate your gently-used furniture on [INSERT DATE] from [START TIME] to [END TIME] on [INSERT LOCATION]. We look forward to seeing you there!

### REMINDER TO DONATE FURNITURE

Hello [NAME OR GROUP]! It's your last chance to join me in collecting new and gently-used essential household furniture with Houston Furniture Bank! Please remember to drop off your furniture on [DATE] from [START TIME] to [END TIME] at [COLLECTION LOCATION]. It's so easy to make a difference in the lives of local families. I hope you will join us!

### THANK YOU FOR DONATING FURNITURE

Hello [NAME OR GROUP]! Thank you so much for donating your furniture with Houston Furniture Bank. Together, we collected [NUMBER] pieces of furniture that will be distributed to local families in need. We really appreciate your support! You've played a huge part in helping to create family stability. Be sure to visit [houstonfurniturebank.org](http://houstonfurniturebank.org) to learn more about what Houston Furniture Bank is doing to meet the basic needs of our neighbors and end the cycle of poverty. Thank you, again!

## Social Media

Here's a sample post that will work on all social media platforms:

We're excited to host a furniture drive with [@houstonfurniturebank (Instagram and Facebook) or @houstonfurniture (Twitter)]! We'll be collecting donations of new and gently-used essential furniture on {date} to help turn empty houses into homes for our neighbors in need. All of the donations will be delivered to Houston Furniture Bank and will be given directly to families in need through a network of partner social service agencies. Hope we can count your support!

Create an event on Facebook to help get the word out. This is a great way to keep track of interest and to post updates on your collection goal and status.

## Press Release Template

*For Immediate Release*

Contact:

[Name]

[Sponsoring Organization]

[Phone Number]

Furniture Drive to Help Benefit Houston Furniture Bank

[MONTH, YEAR] Houston, TX – On [DATE] from [START TIME] to [END TIME], [NAME OF YOUR GROUP/ORG] will be conducting a city-wide furniture drive in coordination with Houston Furniture Bank. Houston Furniture Bank assists individuals to improve living conditions that have resulted from poverty, homelessness, domestic violence, mental and physical health concerns, and natural disasters by providing furniture at no-cost to families and individuals. Studies show that 1 in 3 children in the Greater Houston area are living in poverty. Additionally, approximately 300,000 children in the Greater Houston area are sleeping on the floor. Your donation will provide a stepping stone for individuals and families in transition and keep kids off the floor!

Houston Furniture Bank’s mission is simple. They strive to end furniture poverty by making empty houses homes. “To thrive, humans require simple creature comforts.” said Oli Mohammed, Founder and Executive Director. Any household item in good, usable condition can make a difference in someone’s life.

On [DATE] local residents and organization members are asked to bring new or gently-used essential household furniture to [LOCATION] from [START TIME] to [END TIME]. Following the furniture drive, there will be an opportunity to volunteer at Houston Furniture Bank to see the full impact of the donations. The furniture will be distributed to local individuals and families in need through Houston Furniture Bank’s main location at 8220 Mosley Rd. Houston, TX 77075. For more information, visit [houstonfurniturebank.org](http://houstonfurniturebank.org) or call (713) 842-9771.