Haiti Health Promise (HHP)

Feed Haiti Initiative

Host To-Do List

Initial planning

* Select committee of 4-10 people to plan the event.
* Select location (gymnasium, warehouse, etc.) and get permission for use.
	+ Measure space to allow HHP to define layout and number of stations.
	+ Identify electrical outlets.
	+ Identify input for sound system.
	+ Identify restrooms.
	+ Identify sinks for cleanup after event.
* Create email to send to potential volunteers including link to website (example below).
* Create website for event.
	+ Choose banner and insert graphics.
	+ Edit verbiage.
	+ Decide on donation amounts.
* Select fundraising goal
	+ Donation amount from individual volunteers
	+ Identify additional donors
* Invite participants to host volunteers from HHP and Feed The Hunger.
* Invite volunteer to host dinner for volunteers from HHP and Feed The Hunger.
* Provide the following:
	+ Tables – 30”x72” (number depends on size of event).
	+ Chairs - (number depends on size of event).
	+ Forklift (To unload/load delivery truck.
	+ Palate jack (To move product into event space).
	+ DJ and music (optional).
	+ Video projector and screen (optional).
	+ Sound system (for announcements and instructions).
* Print directional and registration signs.
* Print registration and waiver forms for walk-ins.

Day prior to Event

* Supply 10-12 people to assist in setting up.

Day of event

* Put up signage.
* Supply 5 people to staff check-in table.
	+ Request information and signed waver for walk-in participants.
* Greet volunteers as they arrive.
* Create space for groups to find each other to form teams.
* Offer opening/closing prayers (optional).
* Introduce Feed The Hunger volunteer, who will issue instructions.
* Supply 10 people to assist with clean-up after the event.

After the Event

* Supply 10 people to assist with cleanup.
* Send registration and waiver forms to HHP by email or mail.
* Mailing address is:
* Haiti Health Promise, P O Box 804, Ludlow, MA 01056

Example email:

*Friends and Family,*

*I am participating in a Packathon to pack meals for starving families in Haiti. And****I want you to join me!***

*The event will take place on (Date) at (Location and address). Registration will start at (Time), introductions and instruction will start at (Time), and then we’ll pack meals from (Start time-end time). Over a two-hour shift, you and a group of up to ### volunteers will assemble nutrition food packets that will be shipped to Hôpital Sacré Coeur for distribution to the neediest people in northern Haiti.*

*Want to join the fun and camaraderie on (Date)?*

* *Click "Join Team" at*[*https://www.classy.org/team/????*](https://www.classy.org/team/????)
* *Select the (Name of Event) link.*
* *Enter the number of team members you are bringing (ignore the dollar sign) and click RESERVE*
* *Complete the registration information and click NEXT*
* *Donate (and re-enter your info – sorry - and click PURCHASE) or choose SKIP to just register to participate.*

*If you are unable to participate, please help sponsor our event by clicking on*[*https://www.classy.org/team/*](https://www.classy.org/team/)*??? and choosing DONATE.*

*Please share this email with your family and friends.  The more people we have, the more meals we can provide for families in need.*

*Thank you!*

*(Name)*