

HOSTING AN EVENT:

HOW IT WORKS



GATHER A TEAM OF PEOPLE

With these people, discuss how large of an event you would like to have, who you would like to participate in your event, estimate how many volunteers will be participating, where your event will take place, and the date of your event. For additional guidance, download our [How to Have a Meal Packaging Event Manual](#) or our [Fundraising Manual](#).

DECIDE: DOMESTIC OR INTERNATIONAL

Before you begin, you'll need to decide whether you want to package meals for domestic or international hunger. Domestic meals will go to a food relief facility of your choice. International Meals will be shipped to partners or missions that you support or we can send them to our partners. Domestic meals include Mac & Cheese, Rice & Beans and Savory Italian Tomato Basil Pasta. The international meal is Rice & Soy Casserole.



SET A MEAL PACKING GOAL

Set a goal for the number of meals you want to pack at your event. We have an easy formula to follow:

1. One volunteer can package up to 160 meals per hour
2. 12 volunteers are stationed at each packing line
3. One packing line can package 1,500 - 2,000 meals per hour

START MARKETING YOUR EVENT

1. Call Outreach to set a date for your packaging event
2. Create a list of people to send information
3. Customize our press release template for your event
4. Create a Text-to-Give Campaign through Outreach (we will help you- it's easy!)
5. Get your own QR code through Outreach for text-to-give
6. Request an Official Outreach Facebook event from the Outreach office
7. Create Twitter handle and #hashtag
8. Print flyers to place in your community



HOLD YOUR EVENT

Hold your event. Don't forget to share the story and any pictures on our website and our Facebook page!