



### **SchoolBox@Home Evening Schedule (suggested)**

7:00pm- Mingle, coffee and refreshments

7:30- Introduction of speakers

7:45-Presentation/slideshow

8:15- Questions

8:30-The Ask and Thank-you, coffee, mingle, guest sign-in

9:00 Finish

### **Tips for a successful SchoolBOX@Home Event**

- ✓ Remind your guests a couple of days before, of the time and place of your SchoolBOX@Home event.
- ✓ You can't say "THANKS" enough.
- ✓ When putting together the invitations, hand writing your guests name on the front of the letter will get their attention immediately.
- ✓ Have someone at the door to welcome guests, this helps to create a warm and friendly atmosphere.
- ✓ Have tables set up for brochures and slideshow equipment.
- ✓ Set up the slide show area in advance.
- ✓ Arrange chairs in a friendly fashion.
- ✓ Think about a few words you would like to say before the presentation begins: why you have decided to host a SchoolBOX@Home event, etc.
- ✓ Put someone in charge of the Guest Sign In sheet! Guests usually forget to write their names / e-mails down unless someone asks them personally to do it.
- ✓ It's best to keep your refreshments plain and simple: dips, cheeses, and crackers, coffee and juice are great.
- ✓ Invite as many people as you can for not everyone will be able to make it.
- ✓ Encourage guests to bring a friend or two.
- ✓ People who cannot make it often want to donate anyway.
- ✓ Be sure that all donations include the donors addresses (for income tax receipts)
- ✓ Remember your time and effort are needed and deeply appreciated.
- ✓ Have fun!