

SAMPLE AGENDA

Key Elements for event:

- Greeter – (usually event host/hostess) – stands in entry to welcome and asks guests to sign in
- Sign in (gathering name, address, phone #, email, referrals)
- Program
 - Welcome – 2-3 minutes – Host/Hostess – why she’s inspired to support this. Why she’s chosen to support us financially, one quick story about why she’s passionate about what we are doing. Introduction to the video.
 - Video – 6-7 minutes
 - Visionary Leader Talk – Founder - 10-12 minutes
 - Emotional Hook/ Testimonial – 3 minutes – Key Donor/Partner/Board member – s/he can you finish up with focus on one of our next needs, i.e. the surgical suite – lead into descriptive scenario.
 - ❖ Second video with ambulance/hospital
 - ❖ Volunteer/Donor – tell her story, read letter from Sr. Ernestine
 - Q & A
 - Thank you/ wrap up – Host/ess

Suggested Materials

- Handouts
 - FAQ sheet
 - Wish list
 - Letter from Sister Ernestine
 - Brochure
 - Dates of future events