1. **Choose an activity and an event chairman and committee.** Please consider:
   - **Your budget.** Can your group afford this event? Co-hosting the event with another group can reduce expenses. The other group will need to appoint an event co-chairman and committee.
   - **The number of people in our program.** Currently we have around **375 children** and **135 volunteers**. You won’t have this many people show up for your event, but we can’t determine how many will attend since our events are not mandatory and we don’t have group meetings where we can get a count. Average attendance is around 100, but be prepared for more.
   - **Transportation.** No one other than Project Uplift volunteers and employees can transport children to and from the event.
   - **Ages of the children.** Our children are 5 to 12. Select activities which will appeal to the age group you have invited. Plan more activities than you will have time for - just to be safe - and have activities planned for those who arrive early. You can also plan an event for a limited age group (5-10 or 11 and older). Have at least a few games where every child is able to win; be encouraging of all children.
   - **Volunteer responsibilities.** Please make sure the volunteers know if they should pay or bring anything.
   - **Food.** Most groups serve either refreshments or a whole meal. Decide what your group will do.

2. **Decide on a date, time, location, and rain date and/or place, if necessary.** Ideally, events are usually planned for 3:30-5:30 pm or 4-6 pm. Monday, Tuesday, and Thursday are best event days.

3. **All events must be approved and set by the 20th of the month prior to the event so we can get the information in our monthly newsletter.** Contact David Manley, 844-4430.

4. **Please avoid having to cancel or postpone your event (for reasons other than bad weather) if at all possible, as it is disappointing for everyone.** If it can not be helped, we ask that your group be responsible for informing the volunteers either by phone or mail. We can provide you with phone or mailing lists, but your group must do the calling or mailing. Signs should be posted at the event site the day of the event to inform those you may not have reached of the cancellation.

5. **Additional suggestions:**
   - The event site should be safe and free of debris and other hazards, such as broken glass, nails, etc.
   - Check out the facility for any equipment needs: plugs, lights, etc.
   - Please put your animals up. WE have children that may be intimidated and scared to during the event please house your pets accordingly.
   - Put up welcome and direction signs to the event. Arrive early so everything is open and ready on time.
   - If you serve a meal, it’s best to have people serving the food and drinks because it’s less messy. Small individual dessert plates can be made up and set out for everyone to pick what they want. Don’t fill drink cups completely for smaller children; they can always come back for more. Let everyone go through the line once (including your members) before letting anyone have seconds.
   - **No piñatas, please!** It’s easier and safer just to hand out candy individually.
   - We expect the children to behave and to remain in the party area until they leave. Usually they have adequate supervision to ensure this. However, if you should see an unsupervised child misbehaving or wandering into areas he where isn’t supposed to be (e.g. living quarters of a fraternity house), please correct him gently or find the Project Uplift support service manager.
   - It is our hope that your members can be good role models for our children. Therefore, we ask that your members and any co-sponsors (if applicable) refrain from smoking, drinking alcohol, using foul language, wearing inappropriate or provocative clothing, or behaving inappropriately during this event.
   - Encourage your members to be friendly, enthusiastic, and involved. It is important that your guests know you are happy to be there.
   - If you hire a zap man for the event, ask your members to include volunteers in photographs and to let them know how they can get copies of the pictures. Please be advised that some parents have asked that their children not be photographed for public relations purposes. Check with the coordinator before such photos are taken.
   - Be sure everyone has secured their personal items: keys, purses, wallets, coats, etc.

6. **Note:** The coordinator will arrive at the event site early to do a walk-through to make sure the area is safe and that your group is indeed ready to host an event that we can all be proud of. If your group is unprepared or if the site is unsafe, the coordinator will cancel the event and inform arriving volunteers of the same.

7. **If your group has a national headquarters, please give us the address and the name of the appropriate contact person so we can inform him/her of your kindness to us. Also, please let us know if another group will be involved in the event with you. We want to be sure everyone receives appropriate recognition. THANK YOU! Questions?? Contact David Manley at 334-707-3991.**