

## Guidelines for Planning a Project Uplift Event

*This checklist will help ensure that your organization hosts a successful event, so please adhere to it closely. Your event can be a positive or a negative reflection to both our organization and yours. Please do your part to ensure that your event is an enjoyable experience for everyone.*

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 **324 children** and **184 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 could get a count. Average attendance is around 100, but could be more or less.
  - **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 ages 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 (5-9 or 10 and older). Have 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 3:30-5:30 pm or 4:00-6:00 pm. Monday, Tuesday, and Thursday are the best event days.
3. **All events must be planned at least one month and a half in advance.** Contact Emily Walsh, 844-4430. Emily will get the information for the event to submit the event to be approved by Auburn University's Risk Management. Your organization's volunteers will have to complete an online **Minors on Campus** course. This also gives us time to let our volunteers know about the event.
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 cannot 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 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 any animals away. We have children that may be intimidated and scared during the event if animals are loose. Please house or lock up your pets accordingly.
  - Put 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 that you have people serving food and drinks because it will be less messy. Small individual dessert plates can be made up and set out for everyone to pick what they want. Don't fill drinks up to the fill line for smaller children. Let everyone go through the line, including your members, before letting anyone have seconds.
  - **No piñatas, please!** It's easier and safer to just hand out candy individually.
  - We expect the children to behave and remain in the party until it is time for them to leave with their volunteer or staff. Usually there is enough supervision to prevent this, but if you should see an unsupervised child misbehaving or wandering into areas they shouldn't be please correct him gently or find a Project Uplift staff member.
  - 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, usually 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 talk to our coordinator before photos are taken of the children for public relation purposes. Some parents do not want their child's picture used.
  - 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! Have questions? Contact Emily Walsh at (334) 844-6667.**