

4. Suggested Party Agenda

Customize this agenda as you wish to match the needs of your holiday party. Anticipate two to three (2-3) hours for the suggested agenda below. If a photographer and/or a videographer will be taking images, be sure that release forms are signed during registration when guests arrive. These forms are available from PRERNA.

1. Registration, Sign-In and Networking (15-30 min.)
 - a. Ask guests to sign in their names and emails
 - b. If photos or videos will be taken at your event, be sure to use release forms
 - c. Distribute name tags
 - d. Offer drinks to guests, if available
 - e. Be sure to give all signed forms to PRERNA
2. Host: Welcome and Introductions (15-30 min.)
 - a. Welcome all guests and especially any VIP guests, speakers and/or refugees who are attending
 - b. Introduce the photographer and/or videographer, if available
 - c. Set the expectation that this is a fundraiser to support refugees
 - d. Food, drinks and/or snacks may be offered during this time, if available, prior to the beginning of the guest speaker's presentation
3. PRERNA Guest Speaker: Meena Sankaran, Founder and Executive Director, PRERNA (45-60 min.)
 - a. Overview of PRERNA (history, programs, vision, needs)
 - b. Share refugee stories/challenges/successes/needs
 - c. Reveal PRERNA resources available on website, social media, newsletter
 - d. Answer questions
4. Break (10-15 min.)
 - a. Dessert and coffee/tea may be offered at this time, if available
2. PRERNA Co-Host: Review of Refugee Needs and How to Get Involved (30 min.)
 - a. Volunteer
 - b. Donate
 - c. Host a PRERNA4REFUGEES Holiday Party
 - d. Make an in-kind donation
 - e. Stay connected and share (email list, social media)
6. Closing and Thanks (10-15 min.)
 - a. Distribute volunteer flyers and donate forms and/or envelopes
 - b. PRERNA to pick up any donate checks and/or envelopes
 - c. Provide all sign-up sheets, release forms and any extra collateral to PRERNA