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