2020 Celebrating Our Kids Virtual Event
“Event Host”

In light of the continued uncertainty caused by Covid19, we continue to adapt across Alexander Youth Network. As we continue to embark on new ways of doing things, we have decided to reschedule our 2020 Celebrating Our Kids event as a virtual presentation during the week of June 22nd. We hope you will remain committed to helping us reach our fundraising out goal as a table captain, only now in the role of “Event Host”. The Celebrating Our Kids Virtual Event will commence on Monday, June 22, 2020 at 5:30pm, where we hope you will be able to join us. The event will remain available until Friday, June 26 at 5:00pm if you are unable to join us on Monday.

To respect the boundaries and current health recommendations we are offering multiple hosting options: an in-person host, a virtual host, or both.

How to be a host:

In Person Host
- Invite guests (friends, family, colleagues, etc.) to join you at your home or designated location to participate in the 2020 Celebrating Our Kids virtual event. A great place to start is your original list of invitees, but please feel free to reach out to those you feel would be most interested in learning about Alexander.
- An electronic invite for the event will be available to send out to those you would like to join you
- Create an atmosphere where people can sit comfortably to view the program (projected on a tv, screen, etc.)
- Prior to playing link to virtual COK event, let your guest know why Alexander Youth Network is important to you
- Log-in at least 5-10 minutes prior to confirm you are set up to begin at 5:30pm. The program is set to last approximately 30 minutes.
- During the virtual event, there will be an ask to support AYN, you will have a packet with pledge cards to pass out to each guest - if you have a few minutes prior to the event, please write a personal note on each pledge card encouraging your guests to support AYN
  - Packets will be delivered to you a few days prior to June 22
- After the event concludes, thank each of your guests for joining you, collect the pledge cards
  - A member of the ACF staff will work with you to pick up all the pledge cards/gifts
- Send them a thank you note for attending and send names to ACF of those who attended so we can thank them for their attendance. A member of the ACF staff will be happy to follow up if you would like us too.

Virtual Host
- Reach out to your friends, family, colleagues, etc and invite them to join you via computer/web conference to view the 2020 Celebrating Our Kids event
- Share why Alexander is so important to you and encourage them to view the link to the COK event
- Share the link to the donate page where they will be able to make a gift
- Share the link when distributed with each guest and encourage them to join you the evening of the event to watch with you

Please note that the link cannot be shared on social media
• Ask that they join you at 5:30pm on Monday, June 22nd (or you may choose a specific day during the week of June 22) to watch the 2020 Celebrating Our Kids virtual event
• If they are unable to join on the kickoff day of the event, please send reminders throughout the week to watch the link, check in to see what they thought of the event
• When the event has concluded, follow up with each person and encourage them to make a gift to AYN. share with them your why… why do you support AYN, what is your affiliation/reason to support
• Please report the names of all the folks you extended an invitation to watch the event to ACF as well as those who were able to watch the event

Materials/Resources
• Packets will be given to each in-person Event Host – included in the packet will be program agenda, pledge cards, script, FAQs and contact information (delivered a few days prior to June 22)
• Directions how to access the link,
• E-mail communication will be sent prior to event answering questions, giving tips and guidance on the flow of the program
• For virtual guests a link for donations will be provided
• An ACF staff member will be available to answer questions
• Please note the ACF staff is happy to send emails directly to your guests encouraging them to watch and send reminders of the event throughout the week if you are not comfortable sending.