

**Event Day:** Set up Friday Evening 5pm until 8pm

- Again this year.**
1. Each person will have a little card to mark off to enter for door prizes, like a scavenger hunt.
  2. .Saturday from 11am-4pm **Set up by 10am**

What we need from you:

- We need brochures, business cards, information, and anything else about your Non Profit Organization, or Business to put into the Welcome Kits that are going out to Teachers etc.
- We need you to email us your upcoming events to post on our website throughout the year

As part of our way in helping each group:

1. We will assist you in developing a website that you can then take over and manage at no charge.
2. Your name will be on our website, banners, printed materials, etc. Your information will be included in our FREE Welcome to Our Community Kits.
3. Each time that we set up a display we put out information about our ShenCoCares partners. You are invited to set up anytime with us at any event we are sponsoring.

We would ask you to:

1. Announce Family Fun Fest and our other events at your Businesses and Non Profit Organizations to help spread the word.
2. Post on Facebook, bulletins, bulletin boards, etc. Please post the flyers that we have sent to you.
3. Please advertise two weeks before Family Fun Fest and other events on any outside signs you have.
4. Join our Facebook page and our Constant Contact email for up-to-the minute news.
5. Send us a current picture of your Contact Person- Building - Pastor for our website.
6. We would appreciate it if you can help provide food donations of little bags of chips, canned drinks or packages of cookies.
7. Please check our website ShenCoCares.com to make sure what we have listed for you is correct.

At the Events:

Remember to wear t-shirts or name tags that show which Business/organization you are with. We are guests at the facilities we rent so please keep your spot clean; we need to leave as if we were never there. Sends us YOUR upcoming events so we can put them on our Calendar on our website. Tell us who will be your contact person for information.

There are so many GREAT things we are each doing and yet for the most part we don't know what each other are doing. We found that out when we did the list for FREE meals there are a lot in the County already. Hopefully we will be able to help each other so that there is not such a strain on any one group.

I want to **STRESS** that our events were and are never about making money. Most Everything we have is donated then gets donated right back out. Not one person involved gets a salary. So, if you or your Organization can't financially afford a donation that is OK!!! We all like to have FUN!! Use our events to encourage and emposer others, you will be surprised at how it REALLY does touch lives!