

Hoe-Down

www.ChildrensTherAplay.org

At
Home!

How-To Guide for a Hoe-Down At-Home Party

Inviting Guests

- Decide how many couples or individuals you are comfortable inviting to allow for the level of social distancing you would like to achieve.
- Determine your guest list
- Send out your Hoe-Down Invite ASAP with link to register.
- Collect RSVP's
- Send a final details email to your guests on **Tuesday, September 22nd**, about the timing of your party and with final reminders on how to register for QTego to participate in the fundraising portion of the event.

Planning

- Let Children's TherAplay know you plan to host a Hoe-Down at Home so we can support you. Send out your invites and collect RSVP's.
- Plan food and drink options.
- Plan the flow of your Hoe-Down at Home. Be sure to plan to connect with Hoe-Down LIVE for the concert, if your guests are interested, and **ESPECIALLY** the program portion.
- Hoe-Down LIVE timeline
 - 5 PM: Event begins
 - 6 PM: Acoustic concert with Corey Cox
 - 8 PM: Silent auction closes
 - **8-8:45 PM: Presentation/Live auction/Fund the Mission. View this together on a large screen.**
 - 8:45 PM (or immediately following the presentation): Another acoustic set by Corey Cox
 - 9:30 PM: Event concludes

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Planning

- TV Broadcast set up. You can show the program from your location, as well as have a scrolling slideshow of mission tid-bits, silent auction items and event details. TherAplay will provide you with a slideshow you can play on loop off your own home device.
- We have mission promotional materials you can have on display at your event.

Timeline

- Send out your invites ASAP.
- Plan your food and drink and fine tune your budget for the event by **Friday, September 4th**
- Send a final details email to all guest by **Tuesday, September 22nd**.

What We Will Provide You

- Invite email template with all necessary links
- Link to Hoe Down Live Concert and Program
- Mission materials and imagery for you to have at your home
- Template of a final details email for you to send to all guests
- Consultation on how to make your event a FUNdraiser!!
- Slideshow to showcase silent auction items, event details, and mission tid-bits.

HOE-DOWN AT-HOME
SATURDAY, SEPTEMBER 26

WWW.CHILDRENS'THERAPLAY.ORG/HOE-DOWN2020