



The Power of Play Agency Event Samples

Small-size event:

- Distribute toys to families who are employed by the agency.
- Less than 50 families.
 1. Choose a date to have the children of agency employees come to the agency office.
 2. Have toys sorted by gender and age so they are easily distributed; or each first responder can have the toys wrapped for their own children to gift them.

Medium-size event:

- Identify families in the community; hand deliver toys to their homes.
- Less than 100 families.
 1. Choose date and time to deliver toys.
 2. Contact families in community to inform them of date and time period of toy deliveries.
Example: toys will be delivered June 12th between 1 pm and 4 pm.
 3. On the day of the event, load toys into the agency vehicles by gender and age so when you arrive to a home the toys are sorted and easily pulled for the children.
 - For extra prep the agency could pre-sort toys by family if they have information on the number of children and their genders and ages, then when you arrive at their home it is easy to pull the toys based on family.

Large-size event:

- 100 families or more.
- Drive-thru event either at the agency or at a third-party space.
 1. Choose date, time, location for event.
 2. Identify families in the community who need gifts and send out invitations with set time slot to specific families; or send out an invitation to all in the community (“first come, first served” scenario).
 3. Event prep:
 - Schedule entertainers (DJ or band, jugglers, etc.) and photographer
 - Prep toys – sort by gender and age (this can be done on the event day itself)
 4. Day of event:
 - Place signs around the event location that welcome families and direct traffic.
 - Set up two drive-thru lanes side-by-side with two stations per lane that four cars can fit into simultaneously.
 - Divide toys equally between the stations based on gender and age.
 - Be ready to direct traffic both at the event location as well as on the roads leading up to the event location.
 - Can set up a welcome station where flyers are handed to each car. These flyers are where families could write gender and ages of all children in the car so that when they arrive at the toy station, they simply hand the flyer to the first responder packing the toys into the car.
 5. During the event:
 - Please make sure to take photos and videos for FRCF.
 - If not using a welcome station with flyers, have the cars pull up to the four stations where the first responder can ask the genders and ages of all children in the car.
 - Ask the driver to pop the trunk of the car and have everyone remain inside the vehicle. Load toys into the trunk.