

MEAL PACKING HOST HANDBOOK

HOST A SUCCESSFUL MEAL PACKING EVENT





HOST INFORMATION

When you host a Mission of Hope meal packing event, you are giving your community an opportunity to join us in bringing HOPE to over 125,000 kids daily in Haiti. No matter where you are located in the United States, our team will provide event planning support as well as staff to help you facilitate your event.

What is a host responsible for:

- Commitment to provide the funding for a minimum of 40,000 meals - 35 cents per meal.
- Secure a venue for your event - Mission of Hope staff will help you determine your space needs based on your meal count and volunteer numbers.
- Recruit volunteers to pack meals at your event. Volunteer goals will be determined by your venue size and meal count.
- Provide 6-8 foot tables and extension cords - numbers determined by event size.
- Provide a Pallet Jack for the event day
- 2-3 Large trash cans
- Audio/Visual capabilities and microphone
- Events must be scheduled ideally 60 days prior to the event date, and final payment is due 30 days prior to the event.




FUNDING DETAILS

The invoice for the meal packing event will be sent as soon as the meal count is determined.



**50% payment is due 60 days prior to the event.
Final payment is due 30 days prior to the event.**



- **Sending in Payments:** If you are sending in payment through the mail, please make checks payable to Mission of Hope and put your event name in the memo.
 - Please send checks to:
PO BOX 3189
Cedar Park, TX 78630
 - You can make a payment online at: missionofhope.com/meal-packing
- **Refunds:** Mission of Hope does not provide refunds
- **Mission of Hope W9:**  **W-9.pdf**
- **Credit for exceeding funding goal:** If you raise funds above your goal, you can use those towards a future meal packing event if it is booked within 90 days of completing your event. The event must take place within one year of your current event. Or, you may choose for those extra funds to go towards our general Food Security fund.
- **Tax Receipts:** Tax letters will be provided for any donation made directly to Mission of Hope.



LOGISTICS



AS SOON AS POSSIBLE

- **Secure Your Venue**
 - Ensure there is a clear pathway from the parking lot to the packing room - outside and inside must be free of obstructions, sharp slopes, stairways, grates, etc.
 - Doorways must offer at least 50 inches of clearance into the building and packing room
 - Access to multiple 110-volt outlets for sealers at each food packing station - need (1) 3-prong extension cord for each station.
 - Sound system with microphone - ability to show video



8 WEEKS IN ADVANCE

- **50% Payment submitted**
- **Set the event schedule:**
 - MOH staff will help you determine station/volunteer numbers
 - Sessions are no longer than 2 hours
 - We can accommodate multiple sessions based on your needs
 - We will begin setting up an hour and a half before event time (larger events may require additional time). There is an option of setting up the night before.
 - Volunteer check-in will begin 15 minutes prior to the event start time.
- **Begin recruiting Event Leaders - Table Leaders and Runners - MOH staff will help you determine these numbers based on stations.**
 - These leaders need to arrive for set up and stay after for clean up



6 WEEKS IN ADVANCE

- **Begin volunteer registration**
 - We do not have a minimum age requirement, but do ask for individual parent supervision for kids younger than 8 years of age. Children ages 8-11 can do quite a bit independently, but we still ask that parents supervise.
 - We do recommend having some markers available for the younger packers to decorate the boxes!
 - We can provide a registration form if needed.
 - Volunteers can begin to arrive no sooner than 15 minutes before the event start time to ensure we are set up and ready to go.
- **Promote Event**
 - Visit: missionofhope.com/meal-packing-toolkit for promotional ideas and graphics you can use to promote your event



4 WEEKS IN ADVANCE

- **Final payment submitted**
 - Confirm any increase in meals at this time
- **Ensure access to tables, extension cords, pallet jack**
- **Continue volunteer registration, promotion, fundraising**



2 WEEKS IN ADVANCE

- **Ensure Event Leaders are confirmed - send them documents:**
 - [FAQs - Meal Packing](#)
 - [FAQs - Event Leaders](#)



1 WEEKS IN ADVANCE

- **Collect any last-minute items**
- **Make sure to have extra supplies:**
 - Trash bags
 - Markers
 - Wipes
 - Paper towels
 - Box cutters/scissors



EVENT WEEK

- **Ingredients and Packing Equipment will be delivered - 2 separate deliveries**
 - Please inform us asap if there is a day your building is closed or any other details that would be important for us to know when scheduling the delivery. We will provide as much delivery information as we can, but please know that shipping timelines are very flexible.



EVENT DAY

We are so excited to share this serving opportunity with you and your community and are so grateful for all your work to get to this point!

- **Meet with MOH Representative**
 - Mission of Hope staff will meet you at the venue 15 minutes before your setup time to discuss any questions.
 - If you would like more time, please let us know so we can add that to the schedule.
- **Event Setup**
 - Once your Event Leaders arrive, the Mission of Hope team will facilitate setup, so please follow their lead!

PACKING SCHEDULE/REQUIREMENTS

Breakdown of Meal Packing Day:
<ul style="list-style-type: none"> • Event Leaders arrive for set-up • Volunteers arrive • Orientation - Mission of Hope information and video • Packing Instructions - Video to show how to package the meals • Packing Time - Packing sessions are 2 hours (1.5 hour minimum shift length needed) • Closing • Clean up or reset for next session
Sessions per day:
<ul style="list-style-type: none"> • Three packing sessions per day maximum (can add set-up or clean-up to the three packing sessions)
Time Restrictions:
<ul style="list-style-type: none"> • Morning session start time: no earlier than 8:30 a.m. (can add set-up earlier) • Evening session cut-off time: no later than 10:30 p.m. • Turnaround time: 10 hours (between leaving the venue and arriving the next day)
Breaks:
<ul style="list-style-type: none"> • Minimum of a 30-minute break scheduled between shifts to reset packing stations. • If doing more than 2 shifts, a 1 hour break is recommended between 2 of the sessions.
Set-Up/Tear Down Length:
<ul style="list-style-type: none"> • Standard requirement: 1.5-hour setup + 1 hour tear-down time • 20+ stations requirement: 2-hour setup + 1.5 hour tear-down time • 30+ station requirement: 3-hour setup + 2 hour tear-down time <p><i>**Some times may differ depending on event details</i></p>
Event Leader Requirements:
<ul style="list-style-type: none"> • One Table Leader per station • One Runner for every 2 stations • Ideally available for set-up and tear-down
Miscellaneous:
<ul style="list-style-type: none"> • Ingredients: Rice, Soy protein, dehydrated vegetables, and a vitamin blend • 6 heat sealers can run off of 1 circuit • Pallet Weights: <ul style="list-style-type: none"> ◦ Full Rice Pallet - 2,500lbs ◦ Finished Pallets - approximately 1,600-1,800lbs • Production: 4,000 meals per station per 2-hour session