

MTAALA FOUNDATION

Sample Event Agendas

Below you will find a list of suggested materials for your event as well as three sample programs for three different occasions. We encourage you to get creative in hosting your event. Feel free to use these programs as a guide or create your own to suit your event's needs.

Suggested Materials for All Events

- Mtaala flyer
- FAQ Sheet
- Awegys School Wishlist
- Letter from Awegys School founder, Alice Wegoye
- Donation station

1. Basic Program

- Greeter welcomes guests at entry and asks them to sign in. Guests can provide name, address, phone number, etc.
- Welcome from host/hostess: Share why you have decided to support the Mtaala Foundation's work. Introduce media presentation (2-4 minutes).
- Show media presentation about the Mtaala Foundation (6-7 minutes).
- Read letter from Awegys School founder and managing director, Alice Wegoye (3-5 minutes).
- Host/hostess or guest speaker: If you have set a fundraising goal/project, share that goal with guests. Explain why there is a need for this project and what you need to do to reach your goal. How will reaching your goal help the Mtaala Foundation's school and students? Share pictures if possible. (6-10 minutes)
- Q&A
- Host/Hostess: Thank you and wrap-up

2. School Performance Program

- Greeters welcome guests at entry.
- Welcome from teacher/student representative: Share why you have decided to support the Mtaala Foundation's work. Introduce media presentation (2-4 minutes).
- Teacher/student representative: Show media presentation about the Mtaala Foundation (6-7 minutes) or if you have set a fundraising goal/project, share that goal with guests. Explain why there is a need for this project and what you need to do to reach your goal. How will reaching your goal help the Mtaala Foundation's school and students? Share pictures if possible. (6-10 minutes).
- Performance
- Teacher/student representative: Thank you and wrap-up. If additional donations are being accepted at the event, explain where guests can go if they would like to contribute.

3. Dinner & Silent Auction/Raffle Program

- Greeter welcomes guests at entry and asks them to sign in. Guests can provide name, address, phone number, etc.
- Music and appetizers as guests arrive (30-45 minutes)
- Welcome from host/hostess: Explain silent auction/raffle.
- Serve dinner.
- At dinner's end: Share why you have decided to support the Mtaala Foundation's work. Introduce media presentation (2-4 minutes).
- Show media presentation about the Mtaala Foundation (6-7 minutes).
- Read letter from Awegys School founder and managing director, Alice Wegoye (3-5 minutes).
- Host/hostess or guest speaker: If you have set a fundraising goal/project, share that goal with guests. Explain why there is a need for this project and what you need to do to reach your goal. How will reaching your goal help the Mtaala Foundation's school and students? Share pictures if possible. (6-10 minutes)
- Announce raffle/silent auction winners.
- Host/Hostess: Thank you and wrap-up