



Schedule with tips
Making a World of Difference
Outreach Event

These are approximate times; adjust according to each event particular circumstances.

- | | |
|----------------|---|
| 6:30 – 7:00 PM | Meet and Greet <ul style="list-style-type: none">• 1 Table set up for each nominee w/ nominee beside• Planning team prepares set up items from nominees and places posters for each nominee |
| 7:00 PM | Greeting and Prayer

Meal begins – <ul style="list-style-type: none">• Plated salad/fruit will shorten time
Special music – if desired could be placed during this time. |
| 7:45 PM | Announcements and One Voice giving opportunity <ul style="list-style-type: none">• Welcome cards and 1st time bags given• Next month invitation• Door prizes• Read One Voice with opportunity to give |
| 8:00 PM | Program begins with Recognition of Recipients <ul style="list-style-type: none">• Each recipient is escorted to the podium• Read bios of each recipient – present awards• Recipient seated, next recipient escorted• Group picture |
| 8:30 PM | Speaker introduction and Speaker |
| 9:00 PM | Closing <ul style="list-style-type: none">• Challenge to be a Woman Who Makes a Difference• Reminder of invitations to next meeting |