**Star 36 Challenge**

How to Guide -EZ

**Definition of Star 36 Challenge:** A Star 36 Challenge is a charitable fund-raising banquet and presentation hosted by a local partner (you) or partners and Star of Hope.

**Goal:** Raise at least $1000 from each Partner over 36 months and promote and encourage StarTeam trips.

**The purpose:** of the event is to communicate the powerful ways God’s work is being done by Star of Hope and its sponsors around the world and give a call to action to those whose hearts desire is to align with this work and Star of Hope and help fulfill our goals as well as the Great Commission.

This inspirational program will encourage all through personal testimonies and video presentations.

**Responsibility of Host:**

**Prior to Event:**

* Set a date and time at least 4 months out and pick table hosts\*.
	+ Choose the location with Star of Hope.
* With Star of Hope send invitations and e mails for on line registration.
* With Star of Hope keep in contact with table hosts

**One month prior to Event:**

* Meet with Star of Hope and table hosts.

**Day of Event:**

* *Greet at door and acknowledge:* Thank your hosts and guests for joining you while *verbally establishing agenda and reiterating the event’s intentions*
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* Event should last no longer than 90 minutes (60 minute presentation & dinner)

**During event:**

* Limited Host duties
* Opening prayer
* Thank hosts and guests

**Post Event Host Responsibilities:**

* Collect response envelopes from table hosts and give to staff member.
* With Star of Hope, contact and thank each individual for attending within two business days.

**Star 36 Challenge event**

Agenda -EZ

1. Welcome Guests & Introductions
2. ½ of Presentation - done by Star of Hope
3. Dinner - catered
4. ½ Presentation - done by Star of Hope

Speaker reviews folder and handouts

* + 1. SOH Info Page/ Current critical projects
		2. ROI (what you get for your buck)
		3. Star Team Trips
		4. Response Forms
1. Closing appeal
2. Collect envelopes and dismiss with prayer and Thanks
3. End

Glorie,

The document (above) is usually delivered by a meeting, in person so here is my talk notes below are replies to most questions.

Host you will:

Set date.

Get partner couple so you are 4 leaders

Then each of you 4, get 4-5 table hosts to fill ¼ of the room by finding table hosts

Table hosts fill the table (usually couples)

You distribute the “filling of the room”

Greet guests on event day (otherwise at event no tasks other than mingle)

Pray at event

Sign letter of thanks 2-3 days after

WE:

Set venue with you or you does this as you have local knowledge

Meet 4-6 weeks prior with table hosts

Help Staff event

STAR OF HOPE:

Print invitations for you to give out

Print Invitations for all others to give out

Maintain web sign up page if wanted

Contact venue & guests and remind to come

Set up event

Tables

Audio video

Food

Clean up

Staff event

Contact helpers

Staff event