

Your First Grateful Gathering

- 1) Pick a date
- 2) Secure a location/community for the Gathering - need 50 people
- 3) Chris will secure clients - please suggest agency to reach out to in Marin.
- 4) Meet with client with Chris and interview client.
- 5) Put together sign up list from excel document - Chris will give basic list to go off of.
- 6) Intro 4 weeks out
- 7) 3 weeks before gathering - Send list out to community
- 8) Chris will book moving company - Chipman Relocation Company
- 9) Answer emails/calls about donations
- 10) 2 weeks before gathering - send list out again of needed items
- 11) 1 week before gathering - send list out again of needed items.
- 12) Day before confirm drop off location and times for volunteers and donation drop off.
- 13) Day of Gathering - manage volunteers and donation check off list - Chris will be there to assist.
- 14) Call client to confirm timing of delivery.
- 15) Take photos when you arrive of each room and client - take photos without family in each room after designed. Take photo in a room with client.

Post Gathering

- 1) Download photos to smugmug with date of gathering and location.
- 2) Write down quotes from the day from volunteers and clients.
- 3) Check in with client to see how they like new home. Sometimes you get your best quotes here because they are not as overwhelmed. Text usually works best.
- 4) Chris will help you put together email to donor and receipts for cash donations.
- 5) Thank donors through email.