

Run of Show

Total Duration: Approximately 90 minutes
Ideal Group Size: Flexible (small teams to large groups)
Event Format: In-person, hybrid, or virtual

1 Arrival & Check-In (15 minutes)

- **Setup:**
 - Welcome table with sign-in sheets or digital check-in
 - Name tags and event materials
 - Swag bags and giveaways
 - Background music to create an inviting atmosphere
- **Activities:**
 - Participants arrive and check in
 - Distribute name tags, swag bags, and any other materials
 - Light refreshments available (optional)

2 Welcome & Opening Remarks (5 minutes)

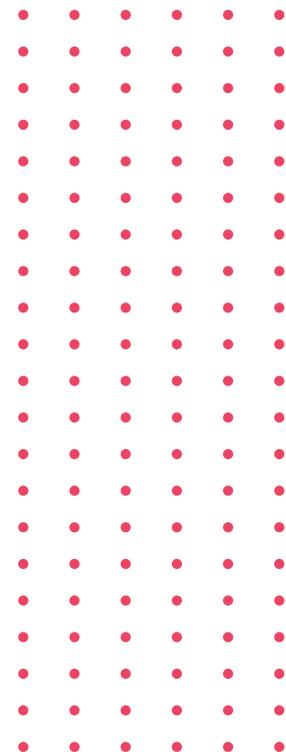
- **Host Introduction:**
 - Welcome participants
 - Introduce the event purpose and explain the impact of the Power Pack initiative
 - Highlight the importance of each volunteer's contribution
- **Power Pack Overview:**
 - Share the mission of Play Like a Girl
 - Review packing process and provide step-by-step instructions

3 Power Note Writing (15 minutes)

- **Instructions:**
 - Each participant writes a personal, encouraging note to include in a Power Pack
 - Provide prompts or examples to inspire messages
- **Materials:**
 - Notecards, sample prompts, pens, markers, stickers

4 Power Pack Assembly (30 minutes)

- **Setup:**
 - Designate assembly stations (for each kit type, if applicable)
 - Organize materials and instructions at each station
- **Process:**
 - Participants rotate through stations, assembling kits with Power Notes
 - Encourage teamwork and efficiency



Here's how to set it up:

1. Supply Tables

- Assign one or more tables for kit assembly.
- Volunteers at these tables will place the designated items (STEM tools, snacks, or sports gear) into zip-top bags, backpacks, or other bags.

2. Note Writing Table

- Set up a separate table for Power Note writing, with plenty of pens, markers, stickers, note cards, and inspirational prompts.
- Volunteers here can write encouraging messages throughout the event.

3. Finishing Table

- Once kits are assembled, volunteers pass them to the Finishing Table.
- Here, another group of volunteers inserts a Power Note into each bag, seals it with a sticker, and packs the completed kits into recycled donation boxes.

Alternative:

If you prefer to write all Power Notes in advance, assign a small group to pack completed, closed bags directly into donation boxes once they're ready.

💡 Tip for a Smooth Assembly Flow

To streamline your Power Pack + Give Back experience and keep everyone engaged, consider setting up your space with designated volunteer stations. This approach encourages teamwork while ensuring every kit is assembled with care.



5 Reflection & Closing Remarks (10 minutes)

- **Reflection:**
 - Share the total number of kits assembled
 - Discuss the expected impact on the community
 - Invite volunteers to share their experiences
- **Closing:**
 - Thank volunteers for their contributions
 - Provide information on how to stay involved with Play Like a Girl
 - Give: iplaylikeagirl.org/give
 - Mentor: iplaylikeagirl.org/mentor
 - Volunteer: iplaylikeagirl.org/volunteer
 - **Administer feedback survey**

6 Group Photo & Social Sharing (5 minutes)

- **Photo Opportunity:**
 - Organize a group photo with volunteers and assembled kits
- **Social Media:**
 - Encourage sharing on social platforms using the hashtag #PowerPackGiveBack
 - Tag @iplaylikeagirl to amplify the event's reach

7 Cleanup & Kit Distribution Coordination (10 minutes)

- **Cleanup:**
 - Collect unused materials and tidy the event space
 - Discard any trash or other items
- **Distribution:**
 - Properly label and package the assembled kits for transport
 - Coordinate the delivery of kits to designated recipients

💡 **Note:** Adjust timing and activities based on the specific needs and size of your group.

For further assistance or to customize your event, please contact us at partner@iplaylikeagirl.org.



Power Pack★
GIVE BACK