

TABLE OF CONTENTS

1 Event-in-a-Box Introduction

2 Who Can Use the Event-in-a-Box

2 Ways to Use the Event-in-a-Box

3 Event Planning Information

3 Event Planning Checklist

5 Event Ideas

6 Event Timing

6 Key Messages

7 Event Outreach Correspondence

7 Challenges and Action Steps

8 Calls to Action

9 Event Promotion Resources

9 Press Release

9 Media Pitch

10 Blog Post

10 Social Media Content

11 Electronic Billboard Messages

11 Electronic Message Center Screen Text

12 Event Hosting Resources

12 Presentations

12 Housing/Move-In Essentials Events

13 Employment Events

13 Thank-you Email Template

14 Event Handouts/Materials

14 Frequently Asked Questions

16 Move-In Essentials Checklist

17 Fact Sheets

21 Posters

23 Cards

24 Resources to End and Prevent Homelessness

