Hosting a Virtual Charity Fair
reference sheet

CFD: How to Host a Virtual Charity Fair

1. Select a date

2. Choose your meeting platform (i.e. Zoom, Cisco Webex, etc)
   a. Create and set-up a meeting through your platform

3. Create a meeting agenda
   a. Designate time slots for each speaker and their presentations
   b. Determine whether presenters will be live or pre-recorded
   c. Contact 5-6 charities that you are interested in collaborating with
      i. Request a guest speaker from each charity to be present or create a pre-recorded presentation
      ii. Request that each guest speaker provide an outline of their presentation
      iii. Ask permission to record the presentation so it can be shared at a later date
      iv. Make sure that the presenter, even if not presenting live, is available during the presentation so that they can answer any questions

4. TEST. Prior to your event make sure you test your set-up and your charity guests test up. Do a short run through the program you are putting on.

5. Contact CFD to create a sign-up/rsvp page for your guests
   a. Send in request 2 weeks before you would like the link to go live

6. Market your event to your target audience via flyers and emails
   a. Include disclaimer on your materials that presentation may be recorded if you decide to do so