



# RED & READY

## VOLUNTEER VIRTUAL HOSTS

### Identify your co-hosts

The work is more fun and you reach a broader mix of attendees with a co-host.

### Determine the focus of your gathering

A successful gathering is one that embraces the unique connections and habits of your affinity group! Some ideas include:

- Class-based – Gathering of friends or collecting ideas for your reunion,
- Regional – Meet the diverse Carthage community in your region,
- Affinity – Shared interest and how Carthage played a role, such as athletic teams, performing arts groups, campus affinity organizations, etc.

### Determine a time and request any special guests

- There will be a number of gatherings running concurrently. Carthage will suggest an hour time slot. Please plan to wrap up the formal part of your program within the hour so participants can join other programs.
- A special guest can add to the fun. Carthage can help you invite former or current faculty, coaches, or dorm parents to join your event.

Submit all your event details to [Liz Weiland](#), Director of Advancement & Alumni Programs. They will be included in the master list of all Red & Ready Giving Day events.

### Advertise your gathering

- Your event will be listed on the master list of Red & Ready gatherings on our website. Attendees will go here to register and receive the Zoom link to join the event.
- Draft a message advertising your event and your participation in Red & Ready Giving Days. You'll send this out through email or social media, using the links provided on the Red & Ready website.
- Create a personal video plea to add to share on social media about why you love Carthage. Your video will encourage others to join you for your event and support the Carthage Fund on Red & Ready Giving Days.

### Host your gathering

- Carthage will provide a sample timeline, but you can feel free to go off-script.

- Keep them wanting more. Gatherings should last no more than an hour. While attendees are welcome to linger, wrap up the program after an hour so others can hop off and join another gathering, if they choose.