



TOGETHER IN SOLIDARITY:

LEBANON SUPPORT PROJECT



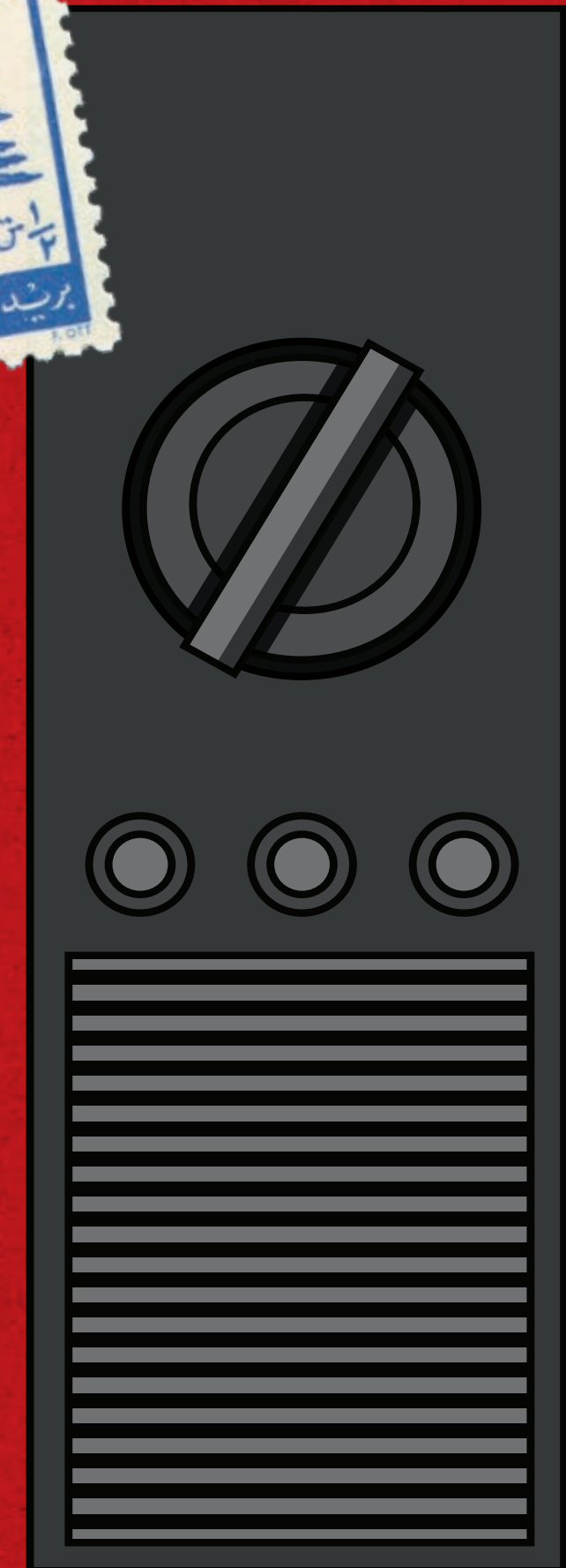
OVERVIEW:

A CHARITABLE EVENT TO SUPPORT LEBANESE FAMILIES DISPLACED BY THE ONGOING CONFLICT. VOLUNTEERS WILL BE PACKING ESSENTIAL PACKAGES FILLED WITH FOOD, TOILETRIES, WINTER CLOTHING, AND HEATERS, ALL PACKAGES WILL BE DELIVERED TO THE RED CRESENT WHOM WILL SHIP THEM TO LEBANON AND WILL TAKE CARE OF THE DISTRIBUTION TO THE NEEDY FAMILIES.



1. FOOD PACKING:

PLACE ALL FOOD
ITEMS INTO
CARTON BOXES.



VOLUNTEER ROLES:

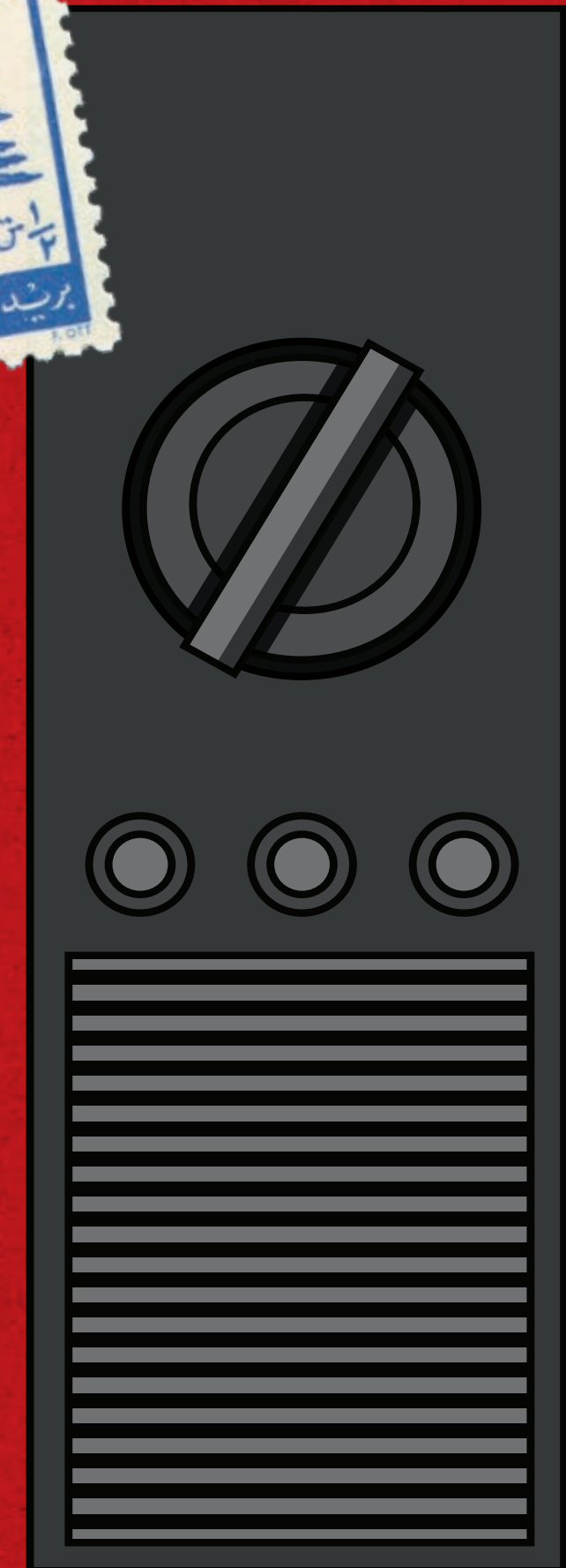
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2. TOILETRIES PACKING

PLACE
TOILETRIES
CARTON BOXES.

ALL
INTO



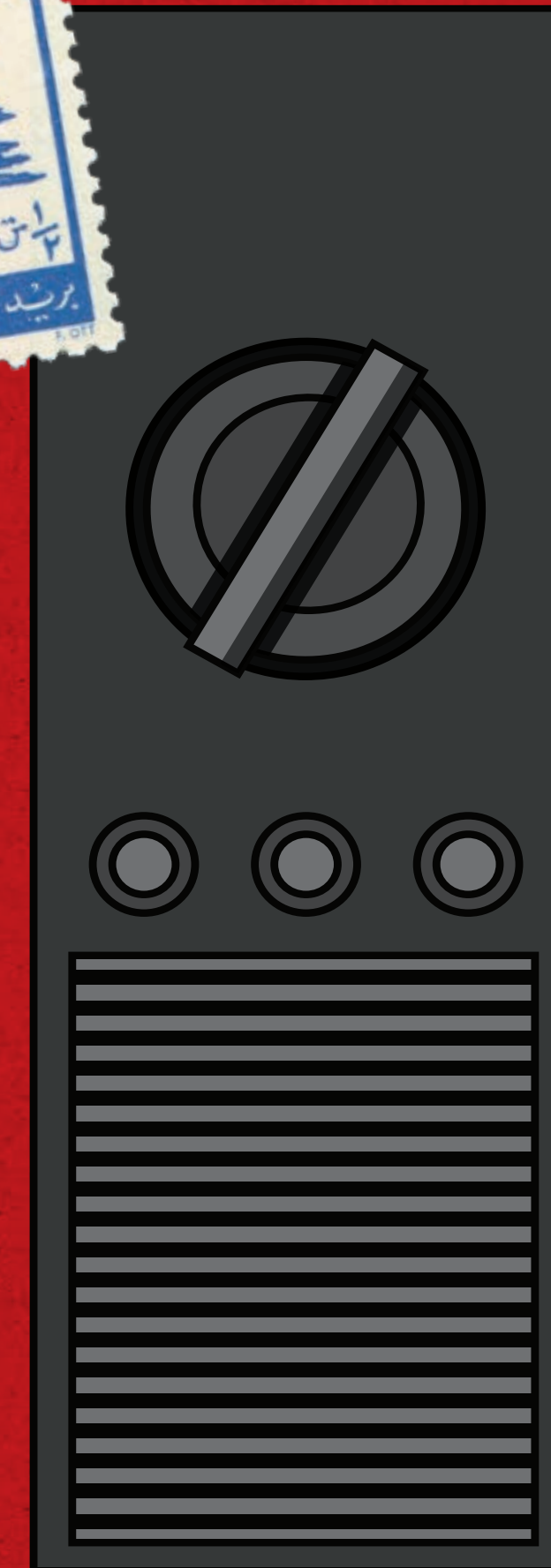
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3. CLOTHING AND HEATER PACKING:

PACK WINTER
CLOTHES AND HEATERS
INTO DESIGNATED PACKAGES.



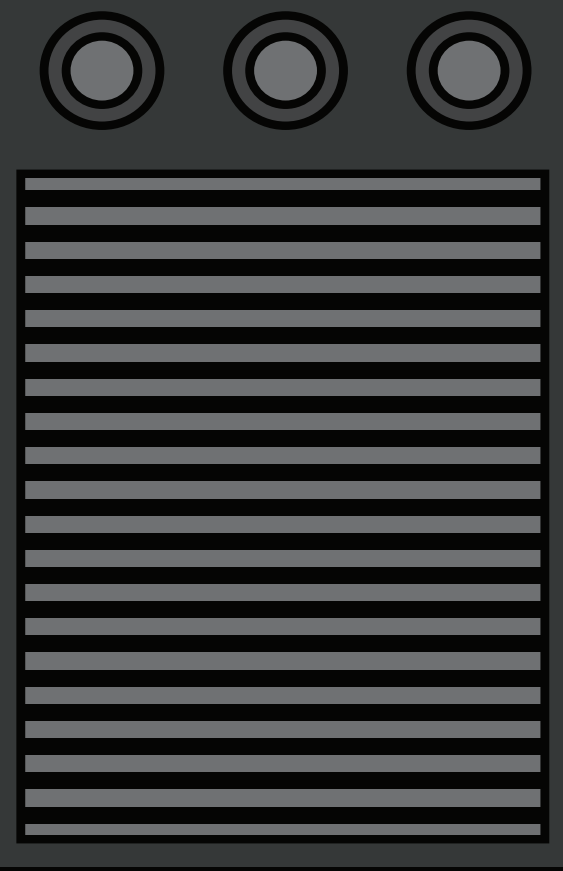
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4. LABELLING:

WRAP EACH PACKAGE
AND CLEARLY LABEL ITS
CONTENTS.



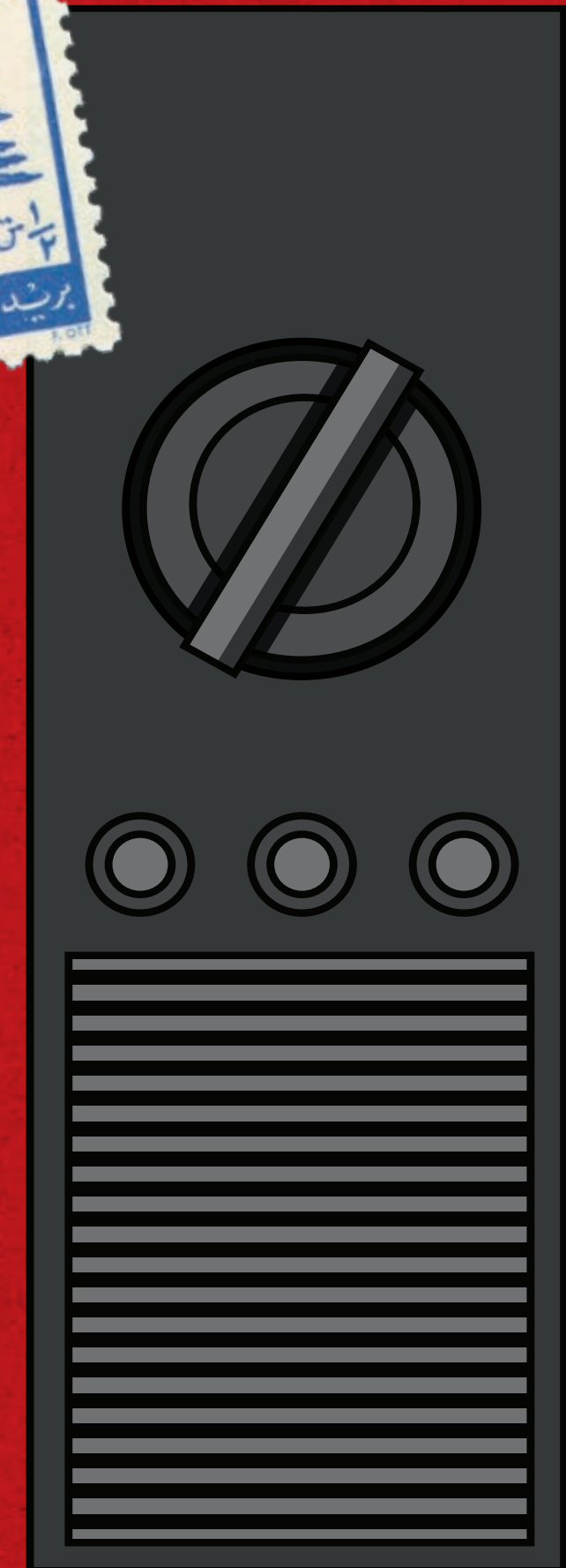
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5. LOADING:

CARRY ALL
PACKAGES TO THE
DELIVERY TRUCK
FOR TRANSPORT
TO THE RED
CRESCENT.



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OBJECTIVES OF THE EVENT

1. SUPPORT DISPLACED FAMILIES:

PROVIDE
ESSENTIAL SUPPLIES
TO LEBANESE
FAMILIES AFFECTED
BY THE CONFLICT.

3. FOSTER COMMUNITY INVOLVEMENT:

ENCOURAGE LOCAL
PARTICIPATION AND
STRENGTHEN
COMMUNITY TIES.

6. ENGAGE LOCAL BUSINESSES:

COLLABORATE WITH
LOCAL BUSINESSES
TO ENHANCE
CORPORATE SOCIAL
RESPONSIBILITY.

2. RAISE AWARENESS:

INCREASE
COMMUNITY
UNDERSTANDING OF
THE HUMANITARIAN
CRISIS IN LEBANON.

4. FACILITATE PACKING AND DISTRIBUTION:

ORGANIZE AN EFFICIENT
PROCESS FOR PACKING
AND LABELLING SUPPLIES
FOR PROMPT DELIVERY.

7. CREATE A LASTING IMPACT:

ENSURE THAT THE
SUPPLIES HAVE A
MEANINGFUL EFFECT
ON RECIPIENTS' LIVES.

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LOGISTICS OF THE EVENT

1. VENUE SETUP

LOCATION: SECURE A SPACIOUS VENUE WITH ENOUGH ROOM FOR PACKING ACTIVITIES AND STORAGE OF SUPPLIES.

LAYOUT: DESIGNATE AREAS FOR FOOD PACKING, TOILETRIES, WINTER CLOTHING, AND HEATERS, AS WELL AS A SPACE FOR VOLUNTEERS TO GATHER AND RECEIVE INSTRUCTIONS.

2. SUPPLIES PROCUREMENT

PURCHASING: CATALYST EVENTS MANAGEMENT WILL ENSURE THAT ALL FOOD, TOILETRIES, WINTER CLOTHING, AND HEATERS ARE PURCHASED IN ADVANCE.

DELIVERY: ARRANGE FOR THE TIMELY DELIVERY OF SUPPLIES TO THE VENUE BEFORE THE EVENT BEGINS.

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LOGISTICS OF THE EVENT

3. PACKING STATIONS

MATERIALS: PROVIDE ALL NECESSARY PACKING MATERIALS, INCLUDING BOXES FOR THE PRODUCTS, LABELS FOR IDENTIFICATION, STICKERS TO BE PUT ON EVERY CARTON BOX, TAPE FOR THE CARTONS.

INSTRUCTIONS: PREPARE CLEAR GUIDELINES FOR VOLUNTEERS ON HOW TO PACK AND LABEL EACH TYPE OF ITEM.

4. TRANSPORTATION

DELIVERY TRUCK: ARRANGE FOR A TRUCK TO BE ON-SITE TO TRANSPORT THE PACKED PACKAGES TO THE RED CRESCENT.

LOADING PLAN: DESIGNATE VOLUNTEERS TO HELP LOAD PACKAGES ONTO THE TRUCK EFFICIENTLY AFTER PACKING IS COMPLETED.



LOGISTICS OF THE EVENT

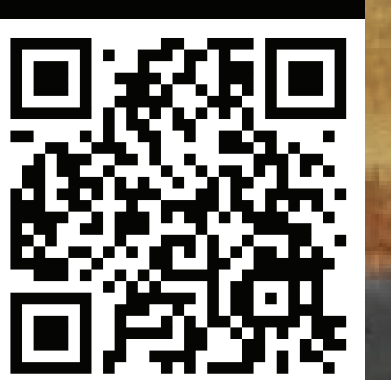
5. VOLUNTEER COORDINATION

SIGN-UP: CREATE A SYSTEM FOR VOLUNTEER REGISTRATION, INCLUDING A SIGN-UP SHEET OR ONLINE FORM.

ROLES: ASSIGN SPECIFIC ROLES TO VOLUNTEERS, INCLUDING PACKERS, LOGISTICS SUPPORT, AND OVERALL COORDINATORS.

TRAINING: BRIEF VOLUNTEERS ON THEIR RESPONSIBILITIES AND THE PACKING PROCESS BEFORE STARTING.

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LOGISTICS OF THE EVENT

6. PACKING PROCESS

SCHEDULE: DEVELOP A DETAILED TIMELINE FOR THE PACKING SESSION, INCLUDING BREAKS AND THE FINAL PACKING ACTIVITIES.

SUPERVISION: ENSURE THAT EXPERIENCED VOLUNTEERS OR COORDINATORS OVERSEE EACH PACKING STATION TO ASSIST AND GUIDE OTHERS.

DOCUMENTATION: KEEP RECORDS OF THE NUMBER OF ITEMS AND WHAT ARE THE ITEMS IN EACH PACKAGE.

7. POST-EVENT ACTIVITIES CLEAN-UP:

ORGANIZE A CLEAN-UP CREW TO ENSURE THE VENUE IS LEFT IN GOOD CONDITION AFTER THE EVENT.



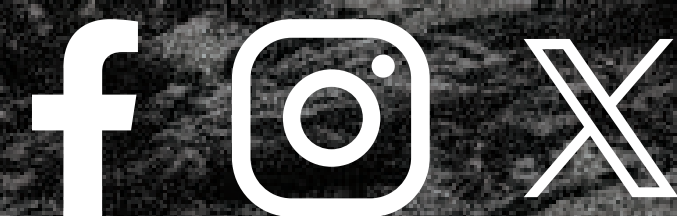


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