



## **Recipient Check List for Events**

Please review the following check list of items to ensure we provide our Folds of Honor Scholarship Recipients and their families with the most meaningful, respectful and pleasant experience while attending your event:

1. *We realize this goes without saying, but please be respectful at all times for your recipient's families' situation; many of these families have experienced a great deal of trauma, a roller coaster of emotions and have made sacrifices that most of us would have a hard time even comprehending. For these reasons, we never want to exploit these families in any way!*
2. After your initial contact with the recipient family, please ensure you gather all of their contact information including; email address, home address and cell phone numbers. Folds of Honor will provide you with the information given to us, but the recipient may wish to give you additional information.
3. Please ensure you have the names and correct spelling of every member of the family that will be attending your event.
4. Please communicate reason for the event (i.e. a golf event to raise money for Folds of Honor scholarships, an existing partnership with an organization to raise money for Folds, check/certificate presentation to Folds of Honor with the recipient accepting on behalf of the organization (to avoid confusion, ceremonial checks are never made payable to the recipient) to take place on the field at half time or in between the first and second quarter of the basketball game on behalf of Folds of Honor, etc . . . ).
5. The full itinerary of the event:
  - a. including but not limited to, who will be speaking/performing (if applicable),
  - b. who will be attending/presenting and what Folds of Honor staff will be attending (if applicable),
  - c. point of Contact for your organization,
  - d. point of Contact for Folds of Honor,
  - e. please make sure the Recipient has a good email address and cell phone number for both/all of the Contacts.
6. Please try to provide detailed information as to the location of the event including; address, city and state. Please include enough information so the recipient can map the location of the event into a navigation system, if needed.

7. If the event is in a large venue, please offer to meet the family in a pre-determined recognizable area. I.E. – in front of the Will Call ticket window, at an off-site restaurant that would allow you to pick up the family and drive them into the event, etc . . .
8. If a special parking pass is required for entrance into the event, please ensure you forward all necessary credentials to the family in advance.
9. Please be mindful if anyone in the recipient's family has a disability and will need special access to get down on the field, court, rink, etc . . . Please allow adequate time for this movement as well.
10. The date and time the recipient is asked to be there and how long the event will last.
11. The dress code for the event (i.e. casual, formal wear, business attire, etc . . .).
12. If media will be present, please communicate this information to the recipient in advance.
13. Is there an expectation for the recipient to speak at the event? If so, please work with the recipient in advance on their speech to ensure they are comfortable and prepared.
14. Please advise the recipient if food will be available at the event (i.e. appetizers, sit-down dinner, etc . . .). If children are involved (i.e. Children's Scholarship Fund recipient or a younger family member), and the event does not provide "kid-friendly" food, it will be the responsibility of the wholesaler to check with the recipient's parents to see if a trip to the closest McDonald's or another fast food restaurant is in order.
15. The more information you can provide to help the recipient and their family feel welcomed and comfortable is always best. The opportunities you provide far exceed their expectations! We appreciate your kindness and consideration.

If you have any further questions, please don't hesitate to contact the Folds of Honor Staff.

Once again on behalf of everyone at Folds of Honor, thank you for **Honoring the Sacrifice and Educating the Legacy** of our brave military men and women.

Your support is humbling,

Folds of Honor Foundation