All links here:

<https://www.kingcounty.gov/audience/employees/giving/Annual-Giving-Drive/Ambassadors.aspx>

## Before the Special Event:

[ ]  Watch the special event webinar (if you didn’t attend training)

[ ]  Review the impact formula

[ ]  Schedule a nonprofit speaker (maximum impact)

[ ]  If hanging posters, get approval by FMD for King County-owned buildings (for other buildings, please follow appropriate building guidelines).

[ ]  Choose your virtual platform: Zoom or Teams

[ ]  Send out a meeting invite that includes the link to the event, storefront, and PeopleSoft.

Attach information about your event and featured nonprofits to the meeting invite.

[ ]  Register special event online:

* This includes special event guidelines;
* Credit card/storefront request; and
* Information for calendar

## During the Special Event

[ ]  Have links easily available and displayed to:

* Storefront
* PeopleSoft
* Other relevant materials

[ ]  Contactless transactions through the storefront or donation buckets

[ ]  Bring in a nonprofit speaker/connect to a cause

[ ]  Have fun!!!

## After the Special Event

[ ]  Send email to employeegiving@kingcounty.gov to request event totals from StoreFront

[ ]  If cash, turn money into check or money order made out directly to a nonprofit or to KCEGP.

[ ]  Fill out special event paperwork online

[ ]  Print out your email confirmation after submission if there is a check

[ ]  Send thank you notes/emails to helpers, nonprofits, and attendees

## Required Paperwork

[ ]  Turn in the special events email confirmation and checks to EGP within five business days by SNAIL MAIL or in PERSON to:

KCEGP

CNK-ES-0231

401 5th Ave, 2nd Floor

Seattle, WA 98104

**Checks may NOT be sent by interoffice mail!**