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## *Ways to Use the Event-in-a-Box*

Whether you are hosting a boot camp, exhibiting at a conference, planning a hiring event or coordinating a move-in essentials drive, Event-in-a-Box materials can be mixed, matched and customized to help you plan, promote and run events. Pick and choose from these items:

### **Event planning information**

- Event planning checklist
- Event ideas
- Event timing
- Messages
- Challenges and action steps

### **Event promotion resources**

- Sample blogs and social media content
- Flyer template
- Media advisory template
- Electronic billboard messages to promote events within VA

### **Event hosting resources**

- Presentation content
- For housing/move-in essentials events
- Thank-you email template

### **Event handouts and other items to share onsite or online**

- Fact sheets
- Frequently asked questions
- Move-in essentials checklist
- Posters and wallet cards
- Resources to end and prevent Veteran homelessness