



FEED MY
STARVING
CHILDREN



MOBILEPACK™

**TURN HUNGER
INTO HOPE
WITH YOUR
OWN TWO HANDS.**

MOBILEPACK™ HOST EVENT OVERVIEW



Host Information

Through FMSC MobilePack™ events, you can invite and inspire your community through an impactful meal-packing experience. No matter your location in the United States, a MobilePack™ event gives you the chance to instill compassion in your community and improve the lives of children and families experiencing hunger around the world.

Host Responsibilities

- Commitment to provide the **FUNDING** for 100,000 MannaPack® meals — less than \$0.30 per meal. FMSC will provide you with a fundraising webpage as well as fundraising ideas and support.
- Secure a **VENUE** for your event — FMSC staff will help you determine space needs based on your meal packing goal and volunteer numbers.
- [Recruit](#) **VOLUNTEERS** to pack meals at your event. Volunteer goals will be determined by your venue size and packing schedule. FMSC will provide a [Volunteer Registration System](#) as well as volunteer recruiting ideas and registration support.
- Provide 6-8 foot **TABLES & CHAIRS** — number determined by event size.
- Provide a **FORKLIFT** for the event.
- **AUDIO/VISUAL** capabilities and microphone.
- Events must be scheduled ideally 12 weeks prior to the event date, and final payment is due 50 days following the event.
- The [MobilePack™ One-Sheet](#) is a useful summary of event requirements.



Funding Details and Pack & Provide Model

The Pack & Provide model enables FMSC to work with host communities to feed as many kids as possible. Host teams decide how many meals they will provide through generous fundraising, and volunteers will pack as many of those meals as possible at the event based on space and schedule. Any meals provided that were not packed at the event will be packed by another process, such as machine packing. When the meals ship, FMSC will let hosts know where the meals packed by their own hands and the additional meals provided have shipped.

Invoicing and Payment Schedule

FMSC will provide invoices for the MobilePack™ event. Payments/Donations are due as follows:

- 90 days prior to the MobilePack™ event — First Payment: $\frac{1}{3}$ of the MobilePack™ event price.
- 45 days prior to the MobilePack™ event — Second Payment: $\frac{1}{3}$ of the MobilePack™ event price.
- 50 days following the MobilePack™ event — Third Payment: Remainder of the MobilePack™ event price.

[FMSC Financial Accountability](#)



Fundraising Tips

One of the most rewarding jobs in hosting a MobilePack™ event is fundraising!

Fundraising Best Practices

- Form a team to fundraise together. You can lighten the workload and cover more ground when working together.
- Personalize your message by explaining why this cause matters to you. Share your genuine enthusiasm.
- Encourage others to become partners in your mission, as collaborative efforts yield greater impact.
- Consider inviting individuals to become recurring monthly donors. Monthly giving is increasingly popular, allowing supporters to engage in ongoing, meaningful contributions.
- Adapt your presentation to align with the interests and concerns of your audience. Keep it fresh for potential donors and yourself!
- Utilize online resources such as FMSC [blog posts](#), [YouTube](#) videos, [Flickr](#) photo stream or [Fundraising Toolkit](#) to enhance your donation requests.
- Ensure your fundraising link is included in all promotional materials and correspondence.
- Leverage social media platforms for fundraising; your Go Fund Me Pro event page can facilitate broader engagement.
- Pursue causes you are genuinely passionate about, as authentic enthusiasm drives the most successful fundraising initiatives.
- Don't make assumptions or say no for people — offer the opportunity and allow them to respond as they feel led.
- Keep a record of organization names, contact information, and responses for follow up messages and to promote future MobilePack™ events.
- Stay encouraged. Plant seeds, nurture them, and watch growth happen.



Logistics

FMSC is committed to providing a safe and impactful opportunity for your community to come together for your MobilePack™ event and that begins with the venue.

As soon as possible, secure the venue for the event. To help in that process, FMSC provides you with [Venue Specifications](#).

Venue Specification Highlights

- Minimum of 3,000 square feet of space to pack and store food (no thick carpet).
- Parking lot with a large level area for a 53' semi-truck to remain for duration of event or a loading dock with a dock plate.
- Clear pathway with 50" door width from truck drop-off area to packaging room (no thick carpet). [Trucking & Logistical Requirements](#)
- Fully operational HVAC system.
- A potable water source for filling and an accessible drain for emptying handwashing units.
- Sinks for washing dishes, or a dishwasher.

[Event Run Through Images](#)



MobilePack™ Event Example Timeline

Timeline Can Be Shortened!

6–12 Months Before Event

Partner with FMSC MobilePack™ Development Advisor

- Book Event with FMSC
- Receive, Sign, and Return Agreement
- [Form Host Team](#)
- Begin Fundraising & Promotion — [MobilePack™ Promotion Toolkit](#)

2–6 Months Before Event

Partner with FMSC MobilePack™ Event Planner

- Packing Plan Meeting with FMSC to set the station & volunteer numbers, event schedule, [floorplan](#), and logistics
 - There will be a combined 3 hours for the Unload & Setup shifts
 - Meal Packing shifts are normally 2 hours each with 30–60 minutes between shifts
 - The cleanup shift is typically 3 hours
- Receive Training and FMSC [Volunteer Registration System Guide](#)

4–8 Weeks Before Event

Continue Working with FMSC Development Advisor & Event Planner

- Volunteer Registration Opens
 - [Frequently Asked Questions](#)
 - [Volunteering Policies](#)
 - [Tips for Groups](#)
- Secure Any Rented or Borrowed Items ([Forklift](#), Tables, Chairs, AV, Dumpsters...)
- Hospitality Coordinator to Begin Planning Meals, etc.

1–4 Weeks Before Event

Continue Working with FMSC Development Advisor & Event Planner

- Follow-up on all Supplies and Rented or Borrowed Items
- Finalize Plans for Meals, etc.
- Receive Event Staff Introduction Email from FMSC
- Pre-Event Call with FMSC Event Supervisor
- Trailer with ingredients, supplies and equipment will arrive 1–2 days prior to the event — [Host Carrier Contact Checklist](#)



Event Day(s)

We cannot thank you enough for all the work you have put in to get to this point! FMSC's staff is incredibly excited to be invited into your community to help engage and inspire you and your volunteers as we work together to turn hunger into HOPE!

Arrival, Unload & Setup (Typically 3 hours)

- The FMSC Event Supervisor and Staff will meet you and your Host Team at the venue 15 minutes before your setup time to discuss any questions.
- If you would like more time, please let us know so we can add that to the schedule
- Once your unload shift volunteers arrive, the FMSC team will begin facilitating unload and setup, so please follow their lead!

Packing Shifts (4 per day maximum* with 30-60 min between)

**3 Packing Shifts maximum on a day with Unload/Setup or Cleanup*

- Orientation: FMSC Information and Packing Instructions (15-20 min)
- Packing Time (typically 90 min)
- Prayer
- Closing: Meal Numbers, Story of Impact, Invitation to Donate (10-15 min)
- Reset for next shift or begin cleanup

Cleanup (Typically 3 hours)

- The FMSC team will continue to facilitate volunteers until everything has been reloaded on the truck(s)
- The event typically ends in prayer over the truck(s)