



# Easy Guide to Gatherings

## ~ Planning ~

### Step 1 Choose your venue

- Wherever women gather: retreats, church events, book clubs, home or office, even school events.
- Recruit volunteers to work with you. We recommend 2-3, depending on your venue.
- Choose a date and convenient location. You may want more than one showing, i.e. a preview for friends.

### Step 2 Choose your program level

- We try to ship a pre-selected package of products appropriate for the number of participants for your gathering - not so much that you are overwhelmed but at least enough to have a good selection. Having an idea of how many will attend your gathering is helpful.

Small gatherings include up to 50 people.

Medium gatherings include 50 to 75 people.

Large gatherings include 75 to 100+ people.

### Step 3 Place your Order

- Complete the Gatherings Agreement Form and forward to Eternal Threads. We will contact you to make sure we understand how we can best support your efforts and answer any questions you may have.
- Once we receive the Agreement Form, we send you a small *preview* box that includes additional tips for a successful gathering, display materials and a sampling of products. You can preview with others who are helping you and perhaps use this for a promotional display – whatever you think is best. These items are part of your total shipment and can be sold along with everything else you receive.
- Products are typically shipped to arrive 2-3 days before your event. We will verify this with you.

### Step 4 Talk it up!

- How you promote your gathering often depends on your venue. We have promotional materials we would love to share. Let us help spread the word in ways that best support your purpose.

### Step 5 Getting Ready

- Depending on your venue, you will need up to 4 tables, table coverings (optional), pens, and calculator.
- You may accept checks payable to Eternal Threads and cash. If you have the opportunity, alert people of this in your announcements. You will need up to \$100 (\$10, \$5, and \$1) in cash to make change.
- Become familiar with the Eternal Threads story – browse the website, view the videos. People really want to know and you will have more fun if you can share with confidence.

## ~ Doing ~

### Step 6 Have Fun!

- We have worked hard to make it easy for you. Enjoy sharing the stories behind the beautiful items made by these women. Tell how they depend on each purchase and how they benefit directly.
- Encourage signing the email list. We send an update about once a month and would love to stay connected.

Remember that:

- Sales tax and shipping are already included in the price. No extra to figure or pay. What a deal!
- *You do not have to keep a record of what is sold.* Just collect the correct amount for each sale.
- We inventory the product you return back to us - your total deposit covers what you sold.
- Please do not mark or remove the price tags. Unsold items are used in future gatherings.

We also accept **donations** that allow us to continue the work of helping women avoid the traps of poverty and trafficking. General donations are always needed, but we also welcome the purchase of goats and sewing machines and sponsorship for rescued Nepalese girls and Afghan women (see attached Sponsorship Program). If anyone asks about giving donations, please accept with gratitude on our behalf. Mark the memo of the check with the amount and purpose of the gift (i.e. goat, sewing machine, sponsor) so we can send a heartfelt thank you.

## ~ Finishing Up ~

### Step 7 Complete the Details

- Please complete the evaluation form – it will help us in future planning.
- Deposit the cash and write a check to Eternal Threads for that amount or use a money order. Please do not send cash in the mail. Send all checks in our Sales Deposit Envelope in the pre-paid Priority Mail envelope.
- Please mail the checks from your main event as soon as possible even if you decide to keep the products for a few extra days for more sales. Any other checks you may receive can be sent by regular mail or with the products when returned by FedEx.

### Step 8 Packing

- Return all unsold items, evaluation form, email sign ups, extra postcards and brochures and all display materials in the original boxes.
- When repacking the items, please pack carefully to insure all products are returned in good condition. Pack the boxes snugly so that boxes won't be crushed and products won't be tossed about. Please pack **ONLY** giraffes in the long boxes. Tape each box well. We have found these boxes suffer a lot of abuse.

### Step 9 Returning the Boxes

- Return all boxes via FedEx Ground using the return labels we provide. If you need more labels, please call us. We can email you more.
- Taking the boxes to FedEx Kinko's is the easiest for Ground service and they have tape. Or, you may want to call FedEx directly at 1-800-463-3339 to schedule a pick up. Some areas of the country do not have a location that provides FedEx Ground. **Please verify the service** or they might automatically send it Air Express which is too expensive.) Call us if you have any doubts.

### Step 10 Celebrate!

- Congratulations! You have successfully completed a Gathering! We hope you enjoyed your experience sharing the story of hope for women who are using their skills and resources to better their lives and the lives of their children. We really are a global community of women, connected in our desires for a better life. Thank you for your part in helping make our world a better place to live.