

NOVEMBER 4, 2016



livepcgivepc.org



PROGRAM OF  
*Park City Community  
Foundation*

## **EMPLOYER'S GUIDE TO LIVE PC GIVE PC**

Live PC Give PC is a unique opportunity to bring together employees to make a real difference in Park City and Summit County. Live PC Give PC is designed to get people donating to the cause they care about most. Here is how you can play a part. It is easy, fun, and will take just a few minutes of your time.

### **1 MONTH BEFORE NOVEMBER 4**

- Start communicating with employees about Live PC Give PC and the unique opportunity they have to make a difference for the nonprofit of their choice.
- Promote the event in your newsletters, emails, and on your website. Tell everyone that 11.4.16 is THE day to support local nonprofits.
- Get the buzz going on your website and social media pages, share whether you will offer a matching program.
- Plan an event for 11.4.16. This can be a simple announcement over the intercom or a party. Remember, people can give online using their computer workstations or smart phones, and it only takes a minute!
- Consider rallying employees to give a few hours of time volunteering. Go to SignUpGenius to learn more and sign up directly: <http://www.signupgenius.com/go/30e0a4ea4a82d6-live3>

### **1-2 WEEKS BEFORE NOVEMBER 4**

- Update your Facebook status with a link to Live PC Give PC: [LivePCGivePC.org](http://LivePCGivePC.org).
- Prepare any communication pieces you plan to send on the day of giving itself. Feel free to use one of our templates!

### **NOVEMBER 2 and 3**

- Send an email to your employees reminding them to go online and give to the charity or school of their choice on November 4. Remind them of any special activities or matching opportunities you are participating in.
- Share the news about your participation on your social media channels.

### **NOVEMBER 4, 2016!**

- Send at least one email to your employees.
- Share your enthusiasm for Live PC Give PC on your social media platforms and let everyone know that your business supports the organizations and people that make our community great!
- Share stories and post on the [www.LivePCGivePC.org](http://www.LivePCGivePC.org) website and Facebook page, let everyone know that your company cares about Park City!
- Each employee who gives through Live PC Give PC will receive a tax receipt, which can be used for your matching grant programs.

If you have any questions, please contact Ollie Wilder at (435) 214-7475 or [ollie@parkcitycf.org](mailto:ollie@parkcitycf.org). We are happy to help!