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
- 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