

Evergreen Entertainment

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TO: Evergreen Entertainment Employees
FROM: Damian Sclafani, Head of the Programming Department
DATE: 1/31/23
SUBJECT: Day of Service Procedure

On February 3rd, we will be having our first company Day of Service. Evergreen Entertainment will be doing its part to donate to the No Kid Hungry program. We will be donating back to the community in our own fun way.

Service Day Preparations.

Along with the generic canned foods, we have some extra “goodie bags” we will give the program. These bags will be filled with set-aside food and a miniature set of our newly released board games. Employees will be asked to stock these bags before we make the final delivery.

Procedure

Once the goodie bags are prepared, we will begin the delivery process. The procedure will be to:

- Let the No Kid Hungry staff know we have arrived
- Deliver the prepared goodie bags
- Deliver the canned food
- Help the No Kid Hungry staff with anything else they might ask

Our services will start at normal business time and end at 4:00 pm.

End of the Day

As previously stated, our services will end an hour earlier than normal. Please let me know as soon as possible for those who urgently need to go home after. For the employees who will be staying, we plan on having a get-together back at the office which ends at 7:00 pm. Pizza will be provided, and attendance is encouraged. This is meant to be a time to enjoy ourselves, so let us all do exactly that.

Thank you all for reading this.

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