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| Evergreen Entertainment |
| 3333 SomeStreet Dr.  Columbia, SC, 29033 |

TO: Evergreen Entertainment Employees

FROM: Damian Sclafani, Head of the Programming Department

DATE: 1/31/23 Dates in business docs normally written January 31, 2023

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 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.

A little confusing – so employees will arrive at Evergreen at the normal work time, but report to a designated location in the office building to prepare the bags? Then, employees will all drive to No Kids Hungry? What is the address of No Kids Hungry? What about Evergreen providing bus transportation for employees?

**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. After returning to the office, we will be having a get-together 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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