**Arts Institute hosts “Happy Holidays from Middlesex County”! – Technical Writers Project**

Event: Holiday Food Drive with MCFOODS

Date: Saturday, December 5th and Sunday, December 6th

Time: 10am – 4pm both days

Location: East Jersey Old Town Village, 1050 River Road, Piscataway, NJ 08854

Objective: To spread awareness about the Village and MCFOODS and get as many monetary and non-perishable food donations as possible (2,300 pounds of food and $398.00 was raised at the last Food Drive in October over the course of 5 days. Trying to beat these number with the Holiday Food Drive over the course of two days).

Tasks include, but not limited to:

* Research: Identify special interest groups (Mom Groups, history organizations) and capture contact information and social media handles to help spread the word about the event (and future events).
* Gather content for .gov page (we will also be featuring a link to donate directly to MCFOODS, recipes, DIY crafts, holiday playlists and more for people who would like to celebrate virtually).
* Create content for social media posts about the event to share with Marketing Department each week.
* Sending out information about the event to existing partners.