

Interest Session Preparation Checklist

Best Practices to Consider:

Personal stories are tremendously powerful. If your organization works with refugee communities, consider inviting guest speakers, such as a refugee and/or a co-sponsor or volunteer.

Consider partnering with other organizations, businesses, diaspora communities, faith groups, or local public representatives to either speak at the interest session or share the invitation.

Your organization will put a lot of effort into the event itself, but follow-up will be equally important. Develop a plan in advance about what “next steps” you are asking of the event attendees and how you will communicate them.

1-2 weeks before the event:

- Subscribe to receive [Welcome Corps emails](#)
- Read the [Frequently Asked Questions](#)
- [Watch a recent Information Session](#) and participate in an application support session
- Review the [Getting Started as a Sponsor](#) resource
- Decide the time and location of the information session, which may be held virtually and/or in person at your organization, civic or veterans’ group chapter, coffee shop, community space, library, place of worship, public park, or other quiet, comfortable and accessible space. If you already have regular meetings with this group of people, consider making it an agenda item or discussion topic in an existing event or meeting!
- Post an [Interest session flyer](#) or invitation via [social media post](#) or organizational newsletter
- Invite your network to the information session and encourage attendees to share with friends, colleagues, and neighbors using language in the [Social Media Toolkit for Organizations](#)

2-4 days before the event:

- Send reminder emails or calls to attendees who have RSVP’d with any instructions that may encourage their attendance and be helpful for their participation (e.g., you may suggest that they watch the information session if you/your organization is able to host virtual events)
- Prepare slides and script to reflect your “why” or reason you/your organization is inspired to participate in Welcome Corps (See more context in PowerPoint presentation script, Slide 10) and to customize any content for your community or audience
- Other: _____

Consider what additional resources might be unique to an in-person vs virtual event, including:

In-person session:

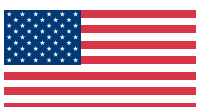
- Send parking or facility access instructions to registered attendees
- Ensure there is sufficient seating for the number of registered attendees
- Prepare hand-outs, as appropriate (We recommend: “Getting Started as a Sponsor” and “Sample Private Sponsor Group Structure and Roles”)
- Ensure you have a reliable way to share your presentation slides, as appropriate (e.g., printed projector & slides, computer or television screen, printed hand-outs)
- Bring sign-up sheet
- Other: _____

Virtual session: Consider what resources might be helpful to a successful event, including:

- Send virtual participation link to registered attendees
- Prepare hand-outs, as appropriate (We recommend: “[Getting Started as a Sponsor](#)” and “[Sample Private Sponsor Group Structure and Roles](#)”)
- Check your audio and video settings
- Ensure you have a reliable way to share your presentation slides and other hand-outs (e.g., “share screen” function and using the comments function to share links)
- Other: _____

2-4 days after the event:

- Send a [follow-up email to attendees](#) with next steps and additional resources, including:
 - A link to the [Welcome Corps Information](#) Session on-demand registration
 - [Getting Started as a Sponsor Checklist](#)
 - [Sample Private Sponsor Group Structure and Roles](#)
 - Reminder to sign up for [Welcome Corps emails](#)
 - Register for an upcoming [Application Support Session](#)
 - Reach out to contact@welcomecorps.org with any questions.



The Department of State funds a consortium of non-profit organizations with expertise in refugee resettlement, protection, and welcome to implement the Welcome Corps. The Welcome Corps is implemented through the collective efforts of these organizations under a cooperative agreement with the Bureau of Population, Refugees, and Migration at the U.S. Department of State.