



Professional Meeting, Event and Incentive Planner's Guide to the WTW Filter build Program!

Outline:

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4. Follow-Up and Reporting

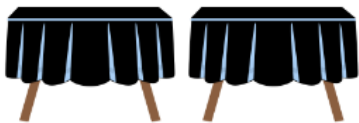
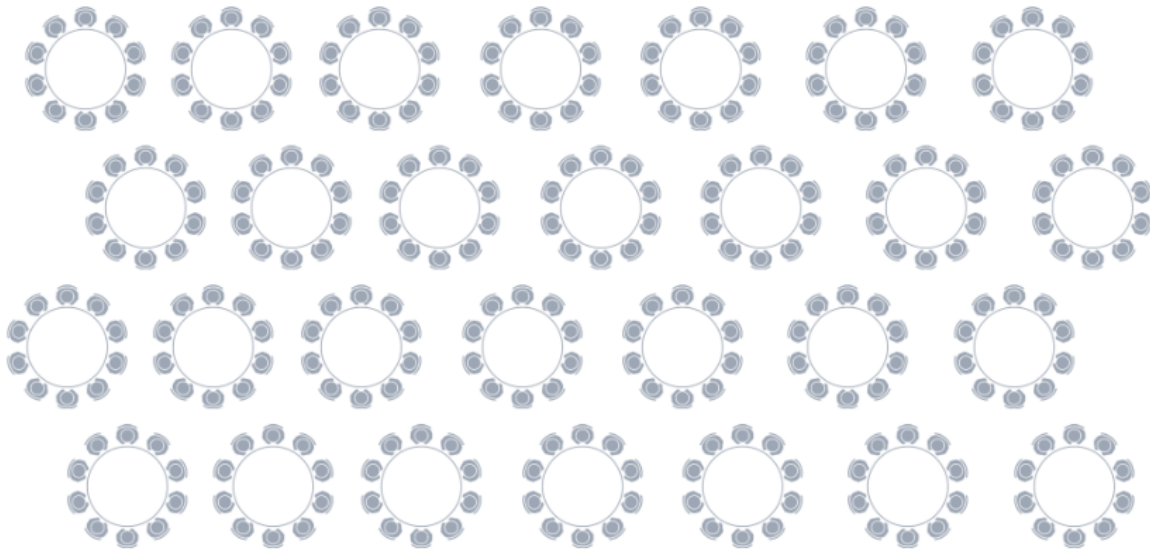
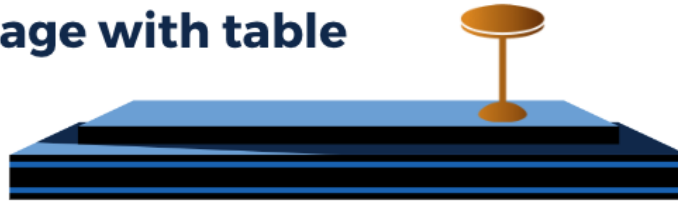
Activity Timeline:

- WTW Introduction
 - ◆ From the company's senior leadership on "why" we are partnering up. The goal and mission of today and giving back. Power and necessity of clean water in people's lives.
- Keynote from Doc Hendley
 - ◆ Author, Founder and CEO of Wine To Water.
 - ◆ Incorporates Video: Doc Hendley, CNN Hero & WTW Founder (3 Minutes)
 - ◆ Keynote Speech (30-55 Minutes)
- Introduction to the Filter Build
 - ◆ Doc introduces the WTW Filter Build Program and/or Team Member to walk through the activities instructions and need-to-knows.

Room Set Up:

- Photo Slides
 - ◆ WTW will provide a series of photos that can run as a slide show on loop over event screens. [Linked Here!](#)
- Music
 - ◆ This is a fun and interactive experience, we encourage background music to help people relax and enjoy the Team Impact Event. WTW has it's own Filter Build Playlist on Spotify, [Linked Here!](#)
- Tables
 - ◆ WTW prefers typical banquet table rounds to foster team building, and conversations, and to utilize instructions and media as table toppers or centerpieces. WTW can work with classroom-style seating too. The activity will require participants to build on a sturdy surface. See the sample diagram below.

Stage with table



WTW table(s) for book signing or "drop off" zone for filters.

Room Set Up Continued:

→ Please Provide the Following:

- ◆ Event Room Diagram so we can determine the ideal # of tables, participants per table, and set-up configuration.
- ◆ An additional 1-2 tables for Doc book signing, contact us table, and Filter Build add-ons/merchandise if desired.
- ◆ One table on-stage for filter display and demo parts for instructional portion.



Shipping Information:

WTW coordinates the shipping of the filter components to the event using UPS or DHL for international. Filters will arrive 3-5 days prior to the event, depending on the venue's receiving restrictions. If shipping internationally, we'd prefer to have 4+ week lead time, please reference the contract for specific information on international shipments.

→ Please Provide:

- ◆ Local Venue Receiving Contact, Name, Email, Phone
- ◆ Official Shipping Address and Specific Instructions or ATTN:

→ What to Expect:

- ◆ Box Dimensions = approximately 20" x 15" x 15"; each weighing approximately 20lbs-45lbs.
- ◆ 100 Filters = 3-5 boxes
- ◆ 250 Filters = 5-7 boxes
- ◆ 500 Filters = 10-12 boxes

We use the same boxes for shipping to and from your event and there is a packing station as part of the Filter Build. WTW will coordinate the shipping of assembled filters from the event to the WTW office to be quality controlled, checked, and eventually, to the global field!

Follow Up and Reporting:

WTW loves showing our partners where their filters have gone and how they're being used! Currently, all filters that are sponsored and assembled are implemented in countries and projects all over the world. These include WTW's international programs and teams, global and domestic emergency response, or through global WASH (water access, sanitation, and hygiene) partners. The graphic above shows only a few of the places the filters you built were sent; really, they go all over the world! Our offices and programs are in Nepal, East Africa, the Amazon (River) Region, and the Dominican Republic. See our graphic on the next page for more information!

You can expect Impact Stories via WTW's year-end magazine and annual reports which you can share with participants! If specific reporting is desired, please ask!

YOUR PARTNERSHIP MAKES A GLOBAL IMPACT!



51 COUNTRIES-

Because of supporters like you and your belief in our mission, the WJW Filter Build® Program has been able to implement over half a million filters in collective efforts across 50+ countries... and we couldn't be more grateful!



DISASTER RELIEF-

A percentage of filters from every build are staged and prepped to be implemented in emergency relief efforts. In a 2 week disaster response setting 1 filter can alleviate 1,078 plastic water bottles.

For more information, please reach out to our WTW Filter Build Team

Allie Pezza, Senior Development Manager, apezza@winetowater.org
Team: filterbuild@winetowater.org