



TURN HUNGER INTO HOPE WITH YOUR OWN TWO HANDS.



MOBILEPACK™ HOST EVENT OVERVIEW

2026 EDITION

fmsc.org



Host Information

Through FMSC MobilePack™ events, you can invite and inspire your community through an impactful meal-packing experience. No matter your location in the United States, a MobilePack event gives you the chance to instill compassion in your community and improve the lives of children and families experiencing hunger around the world.



Host Responsibilities

- **Commit to \$30,000 funding minimum** — enough to provide more than 100,000 MannaPack® meals.
- **Secure a venue.** FMSC staff will help you determine space needs based on your meal packing goal and volunteer numbers.
- **Recruit volunteers.** Volunteer goals will be determined by your venue size and packing schedule. FMSC will provide a [Volunteer Registration System](#) as well as volunteer recruiting ideas and registration support.
- **Provide tables (6–8 feet long) and chairs** — total number determined by event size.
- **Provide a forklift.**
- **Secure A/V capabilities and a microphone.**
- **Schedule the event 12 weeks in advance.** The last payment is due 50 days after the event.

The [MobilePack™ One-Sheet](#) is a useful summary of event requirements.



Venue Details

FMSC is committed to providing a safe and impactful opportunity for your community to come together for your MobilePack™ event and that begins with the venue.

As soon as possible, secure the venue for the event. To help in that process, FMSC provides you with [Venue Specifications](#).

- Minimum of 3,000 square feet of space to pack and store food (no thick carpet).
- Parking lot with a large level area for a 53' semi-truck to remain for duration of event or a loading dock with a dock plate.
- Clear pathway with 50" door width from truck drop-off area to packaging room (no thick carpet). See [Trucking & Logistical Requirements](#).
- Fully operational HVAC system.
- A potable water source for filling and an accessible drain for emptying handwashing units.
- Sinks for washing dishes, or a dishwasher.

Photos: [Set-up Examples](#).

Pack & Provide Model

The Pack & Provide model enables FMSC to work with host communities to feed the most kids efficiently. Before the event, the host team decides how many meals they will commit to fund and their overall fundraising goal (\$30,000 minimum). At the event, volunteers pack as many of those meals as possible. Any remaining meals funded by the host community will be packed by FMSC through another of our processes, such as machine-assisted packing. Once all meals are packed and shipped, FMSC will inform the hosts of their final destination.

Invoicing and Payment Schedule

FMSC will provide invoices for the MobilePack™ event at three stages:

Payment 1: ⅓ of the MobilePack event price

Due: 90 days prior to the MobilePack event

Payment 2: ⅓ of the MobilePack event price

Due: 45 days prior to the MobilePack event

Payment 3: remainder of the MobilePack event price

Due: 50 days following the MobilePack event

[FMSC Financial Accountability](#)

11 Tips for Fundraising

- 1. Fundraise as a team:** You can lighten the workload and cover more ground when working together.
- 2. Personalize your message:** Share your genuine enthusiasm — explain why this cause matters to you!
- 3. Collaborate with others:** Encourage others to become partners in your mission. Collaborative efforts yield greater impact.
- 4. Ongoing contributions:** Invite your community to become recurring monthly donors. Small, ongoing contributions are attainable and can make a big difference.
- 5. Keep it fresh!** Adapt your presentation to align with the interests and concerns of your audience.
- 6. Link it!** Utilize online resources such as FMSC [blog posts](#), [YouTube](#) videos or the [Fundraising Toolkit](#) to enhance your donation requests.
- 7. Utilize online resources:** Ensure your fundraising link is included in all promotional materials and correspondence.
- 8. Don't forget social media:** Leverage social platforms for fundraising; your FMSC event page can facilitate broader engagement.
- 9. Don't make assumptions:** Don't make assumptions or say no for people — offer the opportunity and allow them to respond as they feel led.
- 10. Keep a record:** Keep a record of organization names, contact information and responses for follow-up messages and to promote future MobilePack™ events.
- 11. Stay encouraged:** Plant seeds, nurture them and watch growth happen.

MobilePack™ Event Example Timeline

Event coming up soon? This timeline can be shortened — just ask!

6–12 Months Before Event

- Partner with FMSC MobilePack Regional Partnership Manager
 - Book event with FMSC
 - Receive, sign and return agreement
 - [Form host team](#)
 - Begin fundraising and promotion (see [MobilePack Promotion Toolkit](#))

2–6 Months Before Event

- Partner with FMSC MobilePack Event Planner
 - Packing plan meeting with FMSC to set the station and volunteer numbers, event schedule, [floorplan](#) and logistics
 - There will be a combined 3 hours for the unload and setup shifts
 - Meal-packing shifts are normally 2 hours each with 30–60 minutes between shifts
 - The cleanup shift is typically 3 hours
 - Receive training and FMSC [Volunteer Registration System Guide](#)

4–8 Weeks Before Event

- Continue working with FMSC Regional Partnership Manager and Event Planner
 - Volunteer registration opens
 - [Frequently Asked Questions](#)
 - [Volunteering Policies](#)
 - [Tips for Groups](#)
 - Secure any rented or borrowed items ([forklift](#), tables, chairs, A/V, dumpsters, etc.)
 - Hospitality Coordinator to begin planning meals, etc.

1–4 Weeks Before Event

- Continue working with FMSC Regional Partnership Manager and Event Planner
 - Follow-up on all supplies and rented or borrowed items
 - Finalize plans for meals, etc.
 - Receive event staff introduction email from FMSC
 - Pre-event call with FMSC Event Supervisor
 - Trailer with ingredients, supplies and equipment will arrive 1–2 days prior to the event — [Host Carrier Contact Checklist](#).

Event Day(s)

THANK YOU for the work you have put in to get to this point! FMSC staff is excited to be invited into your community to help engage and inspire you and your volunteers as we work together to turn hunger into hope!

Arrival, Unload & Setup (Typically 3 hours)

- The FMSC Event Supervisor and staff will meet you and your host team at the venue 15 minutes before your setup time to discuss any questions.
- If you would like more time, please let us know so we can add that to the schedule.
- Once your unload shift volunteers arrive, the FMSC team will begin facilitating unload and setup, so please follow their lead!

Packing Shifts (4 per day maximum* with 30–60 min. between)

- Orientation: Intro to FMSC, food safety and packing instructions (15–20 min.)
- Meal-packing session (typically 90 min.)
- Prayer
- Closing: total meals packed, impact story, invitation to donate (10–15 min)
- Reset for next shift or begin cleanup

*3 packing shifts maximum on a day with unload/setup or cleanup

Cleanup (Typically 3 hours)

- The FMSC team will continue to facilitate volunteers until everything has been reloaded on the truck(s).
- The event typically ends in prayer over the truck(s).