



## **Save10 Event Checklist For Employer Partners**

Thank you for partnering with Save10 to empower women to save for their futures.

We are excited to be part of your Save10 event and would like to suggest some ways to ensure that we have a coordinated effort.

### Human Resources

Please make sure that someone from HR will be on site at the event to answer employees' specific questions about the retirement plan and the enrollment process.

### Resources

Save10 will provide general information about the importance of paying down debt and saving for retirement along with guidelines for ideal savings percentages according to age. We will provide these documents electronically, which you may print out if you want to distribute as part of the event.

### Marketing

To ensure a coordinated marketing effort and maximum exposure of your event, please:

1. Take photos & videos during the event. You can share live or post after the event.
2. Use #save10 in your social media posts.
3. Encourage your employees to share their own pics (or re-share your posts) and tag their friends.

### Emails

We're collecting email addresses from participants (optional) to invite them to our private Save10 Facebook group and to keep them updated on upcoming Save10 events. Please provide the attendee email list to the speaker before she leaves or email to Save10 ([save10campaign@gmail.com](mailto:save10campaign@gmail.com)) after the event.