

# Charlotte Area

## NC Air Awareness

### [ HOW TO: "POOL" PARTY ]

Follow these steps to offer a fun environment where employees can meet coworkers who are also interested in forming car- and vanpools.

**Step 1. Select a date.**

**Step 2. Determine how employees will be matched or pooled.**

- Option 1: Designate areas of the room that correspond with various counties/zip codes and ask people to "pool" in the area where they live. Employees then mingle with potential matches within their geographic region.
- Option 2: Affix a map of the region to the bulletin board. Have a supply of push-pins and small pieces of paper on hand so that employees can pin-point their home on the map, attaching their name, phone number, and work schedule to the pin. This allows employees to find co-workers who live near them.

**Step 3. Select a time appropriate to your method for matching people:**

- For option 1, designate a specific "start" time so all attendees will be present at the same time.
- For option 2, a flexible time-frame that allows employees to come and go is okay.

**Step 4. Select a space appropriate to your method for matching people:**

- Auditorium
- Classroom or Computer Lab
- Atrium or Patio

**Step 5. Select appropriate incentives from the [Incentive Ideas list](#) to encourage employee participation. Passes to a real pool (like Ray's Splash Planet) fit with the theme!**

**Step 6. Publicize the Pool Party using at least two methods:**

- Email an event announcement at least one week before the event and a reminder the morning of the event.
- Post fliers in community areas and break rooms.
- Announce the event at your staff or departmental meetings.
- Include event details in company newsletter or intranet post.

**Step 7. Assign volunteers to the following roles:**

- MC/Instructor (to explain the matching procedure at the beginning of the event—necessary for Option 1 only)
- Greeter (to welcome participants and distribute raffle tickets if appropriate)
- Floater (to help answer employee questions at informal events)