

it'sinthebag

share<sup>the</sup>dignity



# Workplace Packing Party Host Toolkit

# Table Of Contents



## Share the Dignity

Share the Dignity believes that everyone deserves to be afforded the dignity so many of us take for granted. Our work directly benefits those in crisis experiencing period poverty.

Share the Dignity is a women's charity in Australia, that works to make a real difference in the lives of those experiencing homelessness, fleeing domestic violence, or doing it tough.

We distribute period products to women, girls, and anyone who menstruates who needs support. When someone is doing it tough, the last thing on their mind should be dealing with their period.

- 01 About Share the Dignity
- 02 About the Toolkit
- 03 How to host an 'It's in the Bag' Packing Party
- 04 Planning your own Packing Party
- 05 Get People Involved
- 06 On the day of your Packing Party

## It's in the Bag

It's in the Bag is one of Australia's most loved Christmas appeals, where we encourage everyday Australians to put together bags filled with essential items, and maybe some everyday luxuries, to donate to women and girls in need for Christmas.



# About the Toolkit

The toolkit has all the resources you need. Hosting your own packing party is the easiest way to give back! Whether you are hosting a party or raising funds (or both!) we have all the tips and tools you need to ensure your packing party is a success!

## How the 'It's in the Bag' packing party works.



Get together with your friends, colleagues or community group.



Pack your It's in the Bag, bag with all the essential items required plus any luxury items and a note.



You can also raise extra funds through your fundraising page so that we can pack extra bags on your behalf.



Drop your bags at a Bunnings collection point between November 14 and November 30 2025.



Your bags will be received by someone doing it tough this Christmas.

# How to host an 'It's in the Bag' Event

The most important thing to remember when hosting an event is why you are doing it and to have fun! Below is all the information you need to host your own packing party and make it a huge success.

01

## Sign up to host a party

Visit our website [here](#) to find out more about the It's in the Bag packing party and to register to host your own.

02

## Set up your fundraising page

Upload your profile pic, and let people know why you are taking part in Its in the Bag. This page has a unique link which you can share and collect donations from people who might not be able to attend your packing party and still want to contribute.

03

## Plan your event

The key to a successful bag packing party is selecting your location, date and time. You need to make sure there is enough room to easily pack bags and that the bags are packed on a date that is before the Bunnings collections close!

04

## Get people involved

Invite your staff and get them involved in the whole event. From collecting and/or making donations, packing bags and spreading the word!

05

## Deliver your bags and/or donations

Deliver your finished bags to your local Bunnings store and place them in the collection boxes from November 14 to November 30 2025.

# Planning Your Own Packing Party

Holding a corporate bag packing party can be a big job and we find it works best if you have a small group or committee to help decide your goals for the event.

Things to think about:

- How many bags do you want to pack?
- Will you pack essentials, teen or mum and bub bags?
- What type of bag will be used to pack the essentials? Will you source your own or purchase via our shop?
- Decide how you want to organise your stock to go into the bags? Did you want staff to donate the products, or do you have a budget to spend on products?

If you are purchasing stock:

- When do you need to pre-order your stock to ensure it is delivered in time?
- Do you need to allocate teams or staff to go shopping?
- Did you want to make shopping a team-building exercise? See our team-building workshop toolkit for more information.
- Plan for where you will hold the packing party, internally or book somewhere externally? If externally, how will you transport your stock/packed bags to/from the venue.
- Ensure you have enough space for your staff, writing notes, the stock, storage of the packed bags, rubbish removal and catering/snacks.

Next steps...

- Getting People Involved
- On the Day
- Droping off your Bags



# Get People Involved

The ultimate goal for any packing party is to raise awareness and acquire donations to support to help women and girls in need. What can you do?

## INVITE PEOPLE TO YOUR EVENT

Send out invitations with enough notice so people can lock in the date and always have an RSVP date to help you have an idea of how many people will be there on the day. Check out the link to the resources page below for downloadable posters, invitations, social media tiles and Facebook event assets.

## PROMOTE YOUR INVOLVEMENT

Internal newsletters and intranet pages along with social media is a great place to promote your involvement in the campaign and you can find a heap of resources including Canva templates for you to personalise and help you drum up some support on our online resources page.

## ASK FOR DONATIONS

For larger organisations it might not be feasible or logistically possible to get the whole organisation involved in physically packing the bags. Why not put a call out to all staff who want to be involved in somehow who might not be able to pack bags but could provide product donations to help fill the bags and/or a monetary donation towards your fundraising page.



## DOWNLOAD OUR ONLINE RESOURCES

Visit the website below to access all the online collateral available to help you promote your event and collect donations.

[ACCESS FILES](#)

# On the day of your Packing Party

We've created some tips, tricks and some resources to help you make sure your packing party runs smoothly.



## EVENT RUNSHEET

It's up to you to run your event how you want to but for those that haven't been to a bag packing party before our runsheet is a good guide of how to plan the setup and the day of your event.



## SETTING UP THE ROOM

If you have the option it's a great idea to set up the room the day before, ensuring you have all the stock you need, writing materials, packaging, labels etc. You can check out our Event Checklist for further information about setting up.



## PERSONALISED NOTES OR BLANK CARDS

Our bag recipients have told us that one of the most treasured parts of receiving a bag are the notes that come in them. You can find on our resource page premade notes or blank cards for your guests to write their own personalised note.



## SHARE THE NEWS

Don't forget to tell the world that your event is happening to help raise awareness about the cause. Take photos or videos of your guests packing the bags and share them with your followers. Don't forget #ItsInTheBag @ShareTheDignity

## RESOURCES AVAILABLE FOR DOWNLOAD



<input checked="" type="checkbox"/> Event Checklist	<input checked="" type="checkbox"/> Welcome Presentation
<input checked="" type="checkbox"/> Event Runsheet	<input checked="" type="checkbox"/> Note Writing Postcards
<input checked="" type="checkbox"/> Bag Packing Checklist	<input checked="" type="checkbox"/> Social Media Tiles

it'sinthebag | share<sup>the</sup>dignity

Thank You  
for your  
support



Contact Us

[www.sharethedignity.org.au](http://www.sharethedignity.org.au)

[giving@sharethedignity.org.au](mailto:giving@sharethedignity.org.au)