

Logistics: Where and When?

Here are a few items to consider as you make the initial plans for your event

Access and Permissions

- Do you have permission from your university to host this event?
- Do you have permission from DKMS?

Location and Venue

- Think about the most popular areas of your university such as the library, the Student Union or anywhere that is regularly busy
- Have you confirmed availability of the location or space that you intend to use?
- Have you received authorized confirmation to use this location?
- Does the venue offer everything you need (i.e. tables, chairs, access to water and enough space)?

Date and Time

- You will want to choose a date and time when students will be around; for example, what day do most people have classes? When is the library/SU at its busiest? What days are students less often to skip?
- Are your volunteers available on the date you have chosen?
- Has your DKMS contact agreed to this date? Keep in mind that DKMS recommends allowing at least three weeks of prep time.

Other Items to consider:

- What is the anticipated weather on your chosen date? If holding your event outdoors take into account the possibility of extreme weather (heat, rain, snow)
- Do you have the volunteers and capacity to consider a multi-day or multi-location donor drive? Drives held at multiple locations and/or over the course of several days would allow you to reach students with different schedules and register more potential life savers.

*** Remember:** Once you have chosen the date, time and location please send the info to your Donor Recruitment Coordinator so that your supplies can be ordered.