

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 set up a table and swab potential donors at this location?
- 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 Drive Coach so that your supplies can be ordered.

KICKOFF MEETING ACTIVITY CHECKLIST

The goal of this Drive Kick-Off meeting with your drive coach is to leave you focused and motivated to create a unique drive event that meets the objective of registering educated and committed potential donors. Feel free to use this worksheet as a way to organize your thoughts and tasks.

- UNDERSTANDING THE ELEMENTS OF YOUR DRIVE EVENT.**
 - Please watch the video your drive coach sent along with this checklist to ensure you understand registration basics (you will still be attending a full training you schedule with your drive coach at a later date).

- GOAL SETTING**

- BRAINSTORMING - CUSTOMIZING YOUR DRIVE**
 - How can you make your drive unique? What talents do your group/campus/individual team members have that you can use to put your own stamp on this event?
Some examples could include:
 - Is anyone a member of the journalism department with connections to on campus or local media?
 - Does your core group have a connection to an on campus athletic team that could get involved to promote the drive?
 - Is there someone creative to create photo props for pictures at the registration table?

- CREATE A TASK LIST AND TIMELINE**
 - Pick the most effective and feasible items from your brainstorming session. Make sure you know who is responsible for each task and create a clear timeline
Most tasks fall under these categories and it can be helpful to assign the following positions to ensure a smooth planning process:
 - *Promotions Lead* - will take charge of your campus outreach and education, including social media outreach and the unique promotional tasks chosen
 - *Logistics Lead* - books drive location, ensures venue has tables/chairs needed and coordinates receiving drive supplies
 - *Volunteer Lead* - will coordinate filling volunteer shifts and ensure smooth drive set, tear down, and shift changes
 - *Fundraising Lead (optional)* - will coordinate any fundraising tasks to offset drive costs

- DRIVE COACH CHECK INS**
 - Agree on check ins with your drive coach to make sure he/she can support you with your tasks and timelines