

Planning Timeline & Tasks

DAY OF EVENT	
<i>Set up Registration, Tables, & Special Activity Areas</i>	
1. Set up tables and/or tents for registration and activity areas.	
2. Allow plenty of room for registration. Have a separate section for attendees who have pre-registered and those who are registering the day of the event. Staff area with plenty of volunteers to assist with the registration process. Review how to use Square for registrations and donations.	
3. Arrange shirts by size for pre-registered attendees who are guaranteed their size. Place surplus shirts in a separate area for those registering the day of the event.	
4. Set up silent auction and/or raffle tables. Make sure to include clipboards for bid sheets to prevent them from blowing away. Lay out pens for bidders.	
5. Have petty cash available - make sure to get small bills and change.	
6. Set out food and beverages. Have a volunteer man the area to refill items as needed.	
7. If garbage cans are not supplied by the venue, make sure to set up disposable ones to make clean up easier. DSF can provide popup garbage cans on request in your coordinator kit.	
<i>Display Event Signage</i>	
1. DSF will provide any signage that is needed - directional, sponsor, etc.	
2. If directional signage is needed, make sure to place it as needed to guide participants to the event and registration.	
3. Take a photo of signage for local sponsors	
<i>During your Event</i>	
1. Take a few moments to thank attendees and sponsors. Explain how their participation is helping not only your child, but the entire Dravet community.	
2. Have a volunteer or two take photos that can be shared with attendees after the event.	
3. Announce end of silent auction and/or draw raffle winners.	
<i>After your Event</i>	
1. Return any items that were moved, such as tables, back to their original location.	
2. Thoroughly clean up site and make sure all garbage is picked up and disposed of.	
3. If tables and/or tents were rented, make sure to return them before they are due back.	
4. Total the funds raised at the event.	
5. Check in with DSF staff or a Fundraising Committee member to let them know what you raised.	
6. A few days after your event, box up items that need to be returned to DSF and contact Misty for pre-paid return shipping labels.	
7. Celebrate the wonderful job you did in raising funds and awareness!	