

“Day-of-Event Processes and Procedures”

Workshop: August 23rd, 2023

What you can expect today:



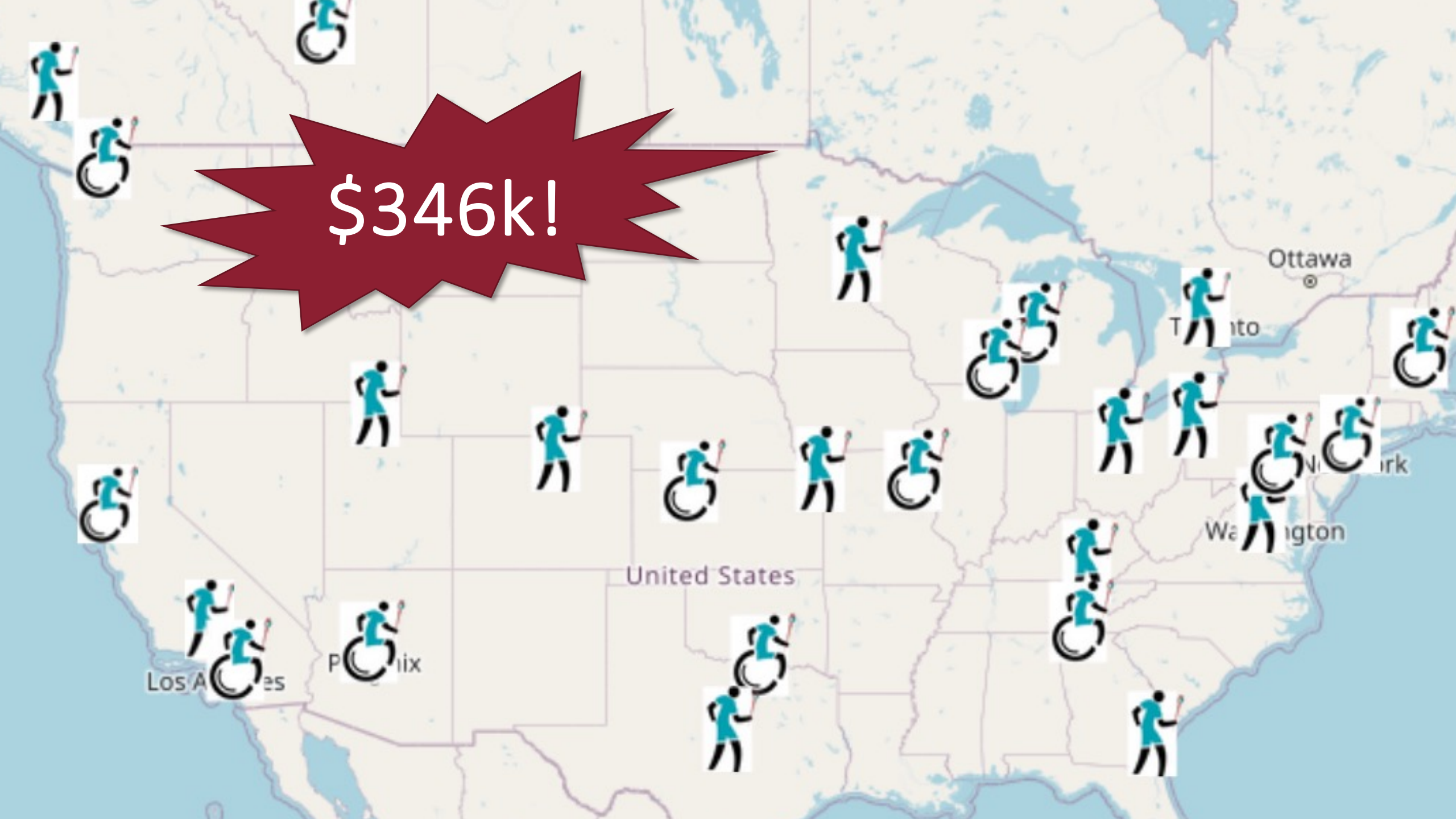
Soup-to-Nuts Procedures for:

- Check-in / Registration
- Taking Donations
- T-shirts
- Close-Out



But FIRST...

\$346k!



EVENT-DAY Folder access at FSHDSociety.org/Walk-Roll-Volunteer-Resources

fshdsociety.org/walk-roll-volunteer-resources/

ome & School FSHD Society Volunteer Resourc... Walk & Roll | FSH... Sharepoint: FSH... Classy Classy Live - Login Salesforce Pardot

Lighting the Way to a Cure

Financials · Patient Library · Blog · Calendar English


FSHD SOCIETY Who We Are Understanding FSHD Get Involved Research News

While it can't cover every detail, it is comprehensive and will help you stay focused on the main priorities to ensure a fantastic event. Don't try and do it all; stay focused on the things that matter based on your timeframe, event space, and circumstances.


And, if you ever feel overwhelmed or confused, or just need some help prioritizing, don't hesitate to reach out! We are here to help!!

Checkout the [Teams & Team Captain Resources Page](#) - everything to maximize your Teams' success.

JOIN US **DONATE**



Classy Platform Tutorials



We will be bringing you new tutorials for our all-new, next-gen fundraising software. Classy now has a structured

Securing Your Walk & Roll Date & Location

When you have found your Walk & Roll location and are ready to secure the date and time, please let us know using this form - click the button below!

**remember, Mark Stone must sign all contracts*

BOOK YOUR WALK & ROLL

Make the most of event day!

- Day of event logistics manual [HERE](#)
- Start line script and reminders [HERE](#)
- Event day signage templates [HERE](#)
- Supplies check list [HERE](#)
- Photo shoot list [HERE](#)

EVENT-DAY Folder in Toolkit

The screenshot shows the Google Drive interface. On the left is a sidebar with navigation options: '+ New', 'My Drive', 'Computers', 'Shared with me', 'Recent', 'Starred', 'Spam', 'Trash', and 'Storage'. The 'Storage' section shows '116.95 GB of 200 GB used' and a 'Get more storage' button. The main area displays the 'Fundraising/Walk & Roll' folder, specifically the 'Walk & Roll to Cure FSH...' subfolder. A table lists the contents of this folder, with the 'Event Day' folder highlighted by a red rectangle. Other folders include '2023 Walk & Rolls' (highlighted by a green rectangle), 'PAST Walk & Rolls (archive)', 'Logos', 'To-dos & How-tos (training)', 'GROW your event', and 'Financials'.

Name	Owner	Last m...	File size
2023 Walk & Rolls	me	Feb 6, 2023	—
PAST Walk & Rolls (archive)	Anna Gilmore	Jan 21, 2023	—
Logos	me	Aug 25, 2022	—
To-dos & How-tos (training)	Anna Gilmore	Apr 11, 2022	—
Event Day	Anna Gilmore	Jul 28, 2021	—
GROW your event	Anna Gilmore	Dec 14, 2020	—
Financials	Anna Gilmore	Dec 9, 2020	—

Registration Prep

The Walk Envelope: We will be mailing you an envelope of materials, including:

- QR code flyers
- Waiver sheets
- Envelope for cash & check donations
- Donation log sheets
- A pre-paid return envelope
- ...and so much more!!



Registration Prep

Do your prep

- Thursday/Friday before your event, we will EMAIL you a copy of the check-in sheets:

<u>Attend?</u> <u>Y/N</u>	<u>First Name</u>	<u>Last Name</u>	<u>Team Name</u>	<u>Team</u> <u>Captain</u>	<u>Amount</u> <u>Rec'd in</u> <u>Advance</u>	<u>Amount</u> <u>Rec'd</u> <u>Walk Day</u>	<u>Total</u>	<u>Tshirt Size</u> <u>(IF \$100+)</u>	<u>Qualify</u> <u>for Prize?</u>
	Judy	& Anne	No Team		\$390.00			Adult XL	
	John	Achille	Hogans Hero		\$100.00			Adult L	
	Robbin	Aleskivitch	A Lotta Mazzottas		\$0.00			Adult M	
	Robbin	Aleskivitch	No Team		\$0.00			Adult M	
	Rebecca	Alpert	Henry		\$18.00				
	William	Andrews	Andrews	Captain	\$2,490.00				
	Angela	Armstrong	No Team		\$0.00				
	Samantha	Ayers	ASHLEY'S PEEPS		\$0.00				
	Ashley	Ayers	ASHLEY'S PEEPS		\$25.00				

- You will need to print enough copies of this document so that EACH of your check-in volunteers has their own

Registration Setup

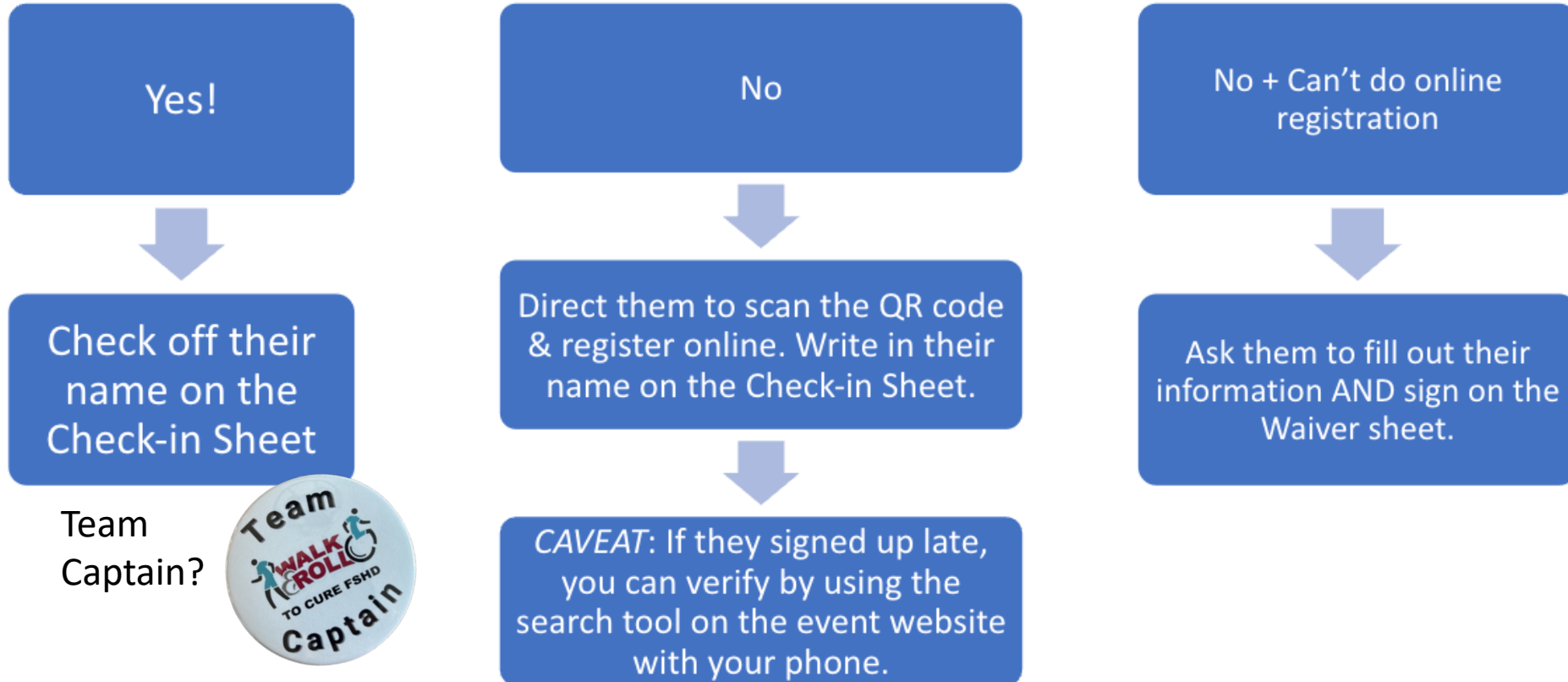
- “One Stop Shopping”
 - Check-In/Register
 - Donate
- Signs for designated lines (‘pre-registered’, ‘need to register’)
- Registration Volunteers: cool, calm, collected
 - 1 for every 25 Registrants
 - 1 shirt ‘runner’
- QR code flyers taped to table



Check-in Procedures

STEP 1: REGISTRATION

“Welcome!! Did you already sign up online [prior to Thursday night]?”



STEP 2: DONATIONS

“Are you making a(n additional) donation today?”

No



“Thank you for
being here to
support us today!”

Yes!



Direct them to scan the QR code
& donate online. Make a note by
their name on the Check-in Sheet.

Yes + here's a check/cash



Record their information on the
yellow donation tracking log
sheet. Place check/cash in large
envelope provided.

RARE: Offline Credit Card donations



Ask them to fill out Credit Card Slip. Verify name,
email, and amount, and record on log sheet.
Place slip in large envelope provided.

STEP 3: T-SHIRTS & PRIZES

Review the Check-in Sheet: Did the Participant raise \$100 or more?

No



“Enjoy the Walk & Roll!!”

Yes!



They receive a t-shirt!

Reminder to ALL



There are 2 weeks left until
the fundraising deadline!
We offer prizes for reaching
various milestones!

Step 4: CLOSE-OUT Procedures

1. Ensure ALL DONATIONS RECEIVED ON-SITE have been logged completely and accurately on the **yellow Donation Log sheets**.
2. If there is any miscellaneous revenue/cash received, tally it up, log it on the yellow log sheet as '**misc. revenue collected**', and enclose it in the large envelope.
3. On each donation log sheet, **tally up** the total amount of dollars that correspond with that **donation log sheet**.
4. Pack **everything** in the **self-addressed return envelope**: All donations (checks, cash, credit card slips), donation log sheets, all check-in sheets, waiver petition sheet.
 - Hand off to FSHDS Staff member.
 - If there is no FSHDS Staff on-site: ensure the envelope has a pre-paid shipping label affixed to it, and drop it off at the closest Fed-Ex drop-off site as soon as possible.

Running Registration

Pro tips

- Registration Volunteers ideally work in pairs (No one handles money alone – Never leave the money unattended)
- Train volunteers in advance – share this video with your check-in volunteers
- Bring some random supplies: tape, clipboard or paperweights (rocks), pens, markers, etc.
- Open check-in WHEN YOU'RE READY





Fundraising Week: Aug 28th - Sept 4th

FUNDRAISING

&

FASHION



Raise \$350 in 4 Days



Kickstart your fundraising by making your own gift, \$30



Ask family & friends for \$25 each; if only 4 say yes, that's \$100!

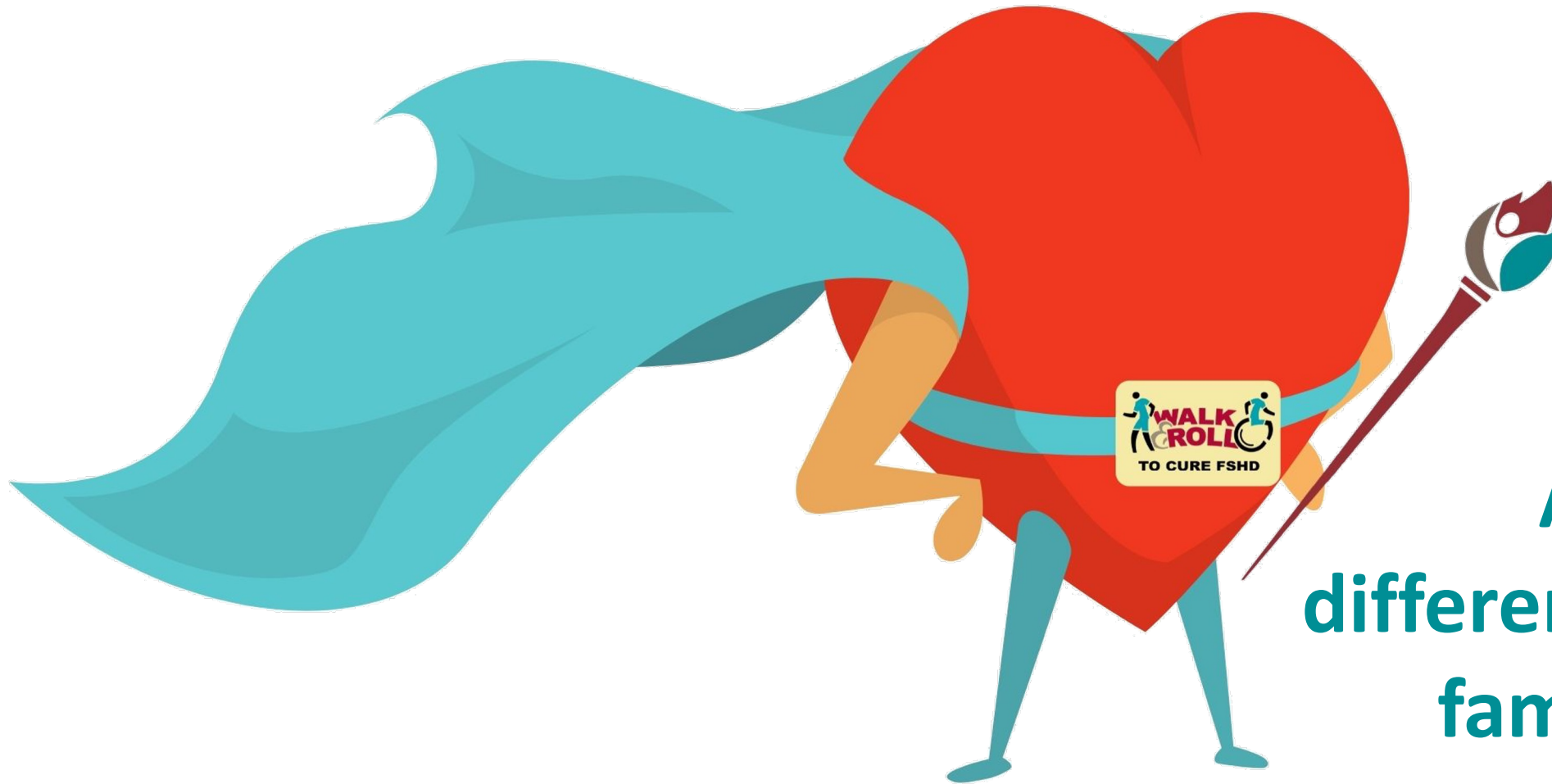


Email 50 contacts, asking each for \$10; if just 10 respond, that's \$100 raised



Set up a Facebook fundraiser through our online platform, post 3+ times. If 12 respond, giving \$10 each, that's \$120 raised

THANK YOU!



YOU
**Are making a
difference for every
family that lives
with FSHD!**