

2019



CHAIR PACKET

HOW THE FOUNDATION HELPS?

E-Blasts, postcard mailings, permitting, events calendar and more!

HOW DO I PLAN A WALK?

Timeline, what to look for, obtaining a permit, planning committee, promotion, and more.



SUPPORT EDUCATION RESEARCH ADVOCACY SUPPORT EDUCATION RESEARCH ADVOCACY

GBS|CIDP FOUNDATION INTERNATIONAL

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HOW DO I PLAN A WALK?

ONE YEAR – 6 MONTHS PRIOR TO WALK EVENT

■ SELECT EVENT LOCATION

WHAT TO LOOK FOR:

- Handicap Accessible Facilities (ADA Compliant)
- Smooth walk-ways (for walkers & wheelchairs)
- Adequate parking
- Seating/benches
- Budget- \$250 max for permit
- Still unsure? Reach out to us! We can set you up with a veteran walk chair who can help you decide if your location will work.

■ REVIEW POTENTIAL EVENT DATES WITH YOUR LOCATION

- Check your calendar: steer clear of national holidays!
- How is the weather this time of year?
- Calendars book fast, so consider starting earlier than you may expect.

■ SELECT AND CONFIRM DATE WITH THE FOUNDATION

■ PROCEED WITH OBTAINING A PERMIT

- The park/location you choose will likely require a permit to secure the date.
- Gather all necessary paperwork from your park/location.
- Submit the Permit paperwork to the Foundation.
- You do not have to pay for the permit out of pocket, once you submit to the foundation we will handle payment.

WE'RE HERE FOR YOU!

While planning and hosting a Walk & Roll is indeed, a labor of love, you are not alone!

THE FOUNDATION WILL:

- ▶ Assist in the completion of permit paperwork and payment
- ▶ Post the event on the GBS|CISP website
- ▶ Create a fundraising page
- ▶ Create and mail a postcard to the GBS|CIDP community
- ▶ Send e-blasts to the GBS|CIDP community
- ▶ Provide a press release for local media
- ▶ Put together a personalized sponsorship package
- ▶ Provide volunteer and participant t-shirts
- ▶ Send you a walk box with, banners, signs and Foundation information

I HAVE A PERMIT, NOW WHAT?

■ ORGANIZE A COMMITTEE OF AROUND 10 PARTICIPANTS

You will want to have a team of people to help you pull off this day! This way, all responsibilities do not fall on you and you will have support throughout the process.

- Reach out to your local liaisons and get the chapter involved.
- Responsibilities fall into two categories:

DAY OF:

- ▶ Registration
- ▶ T-shirts sales & handouts
- ▶ Set-up and logistics
- ▶ Spokesperson
- ▶ Snacks and water
- ▶ Breakdown and clean-up

PLANNING:

- ▶ Site plan and logistics
- ▶ Soliciting local sponsorships and raffle items
- ▶ Contacting local media
- ▶ Soliciting food and drink donations
- ▶ Finding DJ/entertainment
- ▶ Finding/managing day-of volunteers promotion

■ REACH OUT TO LOCAL SPONSORS – MONETARY SPONSORSHIP, FOOD ITEMS, RAFFLE ITEMS

- Not comfortable asking for donations? Use your committee!
- The Foundation will prepare a local sponsorship packet for you detailing the specifics of sponsorship.
- There is a small budget for supplies but the more you can get donated the better.
- Does your permit allow a DJ? Consider finding a DJ or entertainment. Be sure to keep the Foundation in the loop. Again, there is a small budget for this but consider how you can get this sponsored.
- A raffle is a great way to collect donations the day of the event and generate interest in your event.
- If companies cannot offer a monetary donation, try for an “in-kind” donation, such as donuts and coffee, bottled water, snacks, etc.





■ **BEGIN PROMOTION!**

- Contact your local liaisons and organize communication to announce your walk at their chapter meetings.
- Set up event Facebook page and share with the Foundation.
- Reach out to local media using the press release provided by the Foundation.
- The Foundation will provide you with a flyer.

■ **CREATE A SITE PLAN**

- Do you need rentals for tables, chairs, tents, etc.?
- If yes, reach out to rental services and submit estimate to foundation.
- Is your location difficult to find? Work with your committee to create easy to find directions.
- Send any pertinent information to the Foundation so we can include it on your postcard and e-blasts.

■ **SET UP A TIME TO TALK WITH A VETERAN WALK CHAIR TO GET IDEAS & ASK QUESTIONS!**



THE FINAL COUNTDOWN

■ ONE MONTH PRIOR TO EVENT

- Deadline for submitting local sponsorship information to Foundation. We will create a banner of the local sponsors to hang at your event. In order to create & ship in time we need their logos about a month before the event.
- Send us the approximate number of volunteers registered so we can send you volunteer t-shirts.
- The Foundation will send 1-month e-blast.

■ TWO WEEKS PRIOR TO EVENT

- Foundation will ship your box of “Day Of” supplies at this time.

■ ONE WEEK PRIOR TO EVENT

- Call local police/fire/EMTs to inform there will be event and the exact location.
- Set final site plan/location of tables/Start & Finish Signs/Sponsor tables, etc.
- Coordinate with Foundation the attendance of national sponsors.
- Check on the deliveries of rented items.
- Set up pick up or delivery of any food items.
- Foundation will send 1-week reminder e-blast.

■ THREE DAYS PRIOR TO EVENT

- Gather all raffle items from committee.
- Foundation banners & supplies are confirmed and ready to go.
- Food items should be on hand.
- Foundation will send out final email including final directions & notes the Friday before the event. Consider any final details you would like sent out.
- The foundation will send you a suggested script for running the event, review & make edits.

■ DAY OF EVENT

- We will arrange for a Foundation Host to attend; they will help you kick off the walk!
- Arrive at site two hours prior to event if possible.
- Set up registration table, signage, raffle items, food items, sponsor tables.
- Review Script with DJ/Spokespeople.
- Be sure to leave the space cleaner than you found it!



I WOULD LIKE TO HOST A WALK IN 2020!

HOST CITY/LOCATION FOR WALK

POTENTIAL DATE

CHAIR NAME

MAILING ADDRESS

CITY/STATE/ZIP

PHONE

EMAIL

T-SHIRT SIZE

Preferred method of contact Email Phone Call

CO-CHAIR NAME

MAILING ADDRESS

CITY/STATE/ZIP

PHONE

EMAIL

T-SHIRT SIZE

Preferred method of contact Email Phone Call

PLEASE INCLUDE YOUR GBS|CIDP STORY, WE WILL INCLUDE IT IN YOUR SPONSORSHIP PACKAGE SO YOUR POTENTIAL SPONSORS CAN KNOW WHY THE GBS|CIDP FOUNDATION IS IMPORTANT TO YOU!