

NO MORE

AWARENESS EVENT
TOOL KIT

APPENDIX C

EVENT EXECUTION

CREATED BY



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EVENT EXECUTION

DAY OF EVENT TIMETABLE

12:00 – 12:30 PM	Volunteer orientation - Distribute name badges, make introductions and walk volunteers through each station.
12:30 – 2:00 PM	Event in progress
2:00 – 2:30 PM	Event clean-up - Have volunteers help pack up their stations. Take a group volunteer photo in the photo booth before everyone leaves!

*See the floor plan for sample station set-up.

STATION SET-UP

STATION 1 – STATEMENT TABLE

MATERIALS	SIGNAGE	VOLUNTEER TALKING POINTS
<ol style="list-style-type: none"> 1. Table and chair 2. Raffle tickets 3. Volunteer name badge 4. Blank printed invitations 5. Markers 6. sticker/magnet giveaway 	<ul style="list-style-type: none"> ✓ Blank event invitations ✓ Definition of DV/SA ✓ Examples of domestic violence (x3) 	<ul style="list-style-type: none"> • Saying “no more” to domestic violence and sexual assault can mean many things to many people. • Read the definition of both. • Consider what it means to you. • Share examples from the “I say no more” sign. • Bring your statement to the photo booth to take a picture

STATION 2 – PHOTO BOOTH

MATERIALS	SIGNAGE	VOLUNTEER TALKING POINTS
<ol style="list-style-type: none"> 1. 2 Small tables 2. Raffle tickets 3. Volunteer name badge 4. Props 5. Display cube to hold props 	<ul style="list-style-type: none"> ✓ Prop sign 	<ul style="list-style-type: none"> • Grab your friends/colleagues to pose with you • Pose with your statement and props • Come back as many times as you’d like to take more photos • Take your printed photos back to your desk • Photos will also be online after the event for viewing/sharing • Bring your statement to the gallery wall

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STATION 3 – GALLERY WALL

MATERIALS	SIGNAGE	VOLUNTEER TALKING POINTS
<ol style="list-style-type: none"> Raffle tickets Volunteer name badge Wall hooks String Binder clips 		<ul style="list-style-type: none"> Use the binder clip to add your statement to an opening in the gallery wall Read your colleagues' statements

STATION 4 – WEB STATION

MATERIALS	SIGNAGE	VOLUNTEER TALKING POINTS
<ol style="list-style-type: none"> Table 4 chairs Raffle tickets Volunteer name badge 2-3 laptops Internet access 	<ul style="list-style-type: none"> Website instructions NO MORE article – Washington Post 	<ul style="list-style-type: none"> The volunteer at this station should become very familiar with the site, the NO MORE mission and goals of the movement prior to the event. Consider how this website connects to your organization's work and point this out to attendees. Use the posted guide to navigate a few things on the site

STATION 5A – TOILETRY KIT DECORATING

MATERIALS	SIGNAGE	VOLUNTEER TALKING POINTS
<ol style="list-style-type: none"> 2 Tables 8 chairs Raffle tickets Volunteer name badge Blank tote bags Fabric pens Letter stencil 	<ul style="list-style-type: none"> Inspirational quotes 	<ul style="list-style-type: none"> Select one or two of the quotes displayed that you like most. Please do not stray from this list, especially if they have been pre-approved by the nonprofit. Drawing in free-hand or with the stencils, decorate the bag with your selected quote. You may decorate both sides. Take your completed bag to the toiletry table to fill it with product collected during the toiletry drive.

STATION 5B – TOILETRY KIT FILL

MATERIALS	SIGNAGE	VOLUNTEER TALKING POINTS
<ol style="list-style-type: none"> 2 Tables Raffle tickets Volunteer name badge Collected and sorted toiletry items 	<ul style="list-style-type: none"> Nonprofit partner summary 	<ul style="list-style-type: none"> Fill your decorated tote bag with one of each toiletry item. Take your filled bag to the collection table to be displayed with the other completed bags. Read the posted information about the nonprofit receiving your donation. Enjoy refreshments while you reflect on the event

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STATION 6 – REFRESHMENTS

MATERIALS	SIGNAGE	VOLUNTEER TALKING POINTS
<ol style="list-style-type: none"> 1. 1 Table 2. Volunteer name badge 3. Coffee/tea service 4. Donuts 		<ul style="list-style-type: none"> • Help yourself to refreshments • How did you enjoy the event? • What was interesting? • What surprised you? • Did your colleagues join you? Recruit them to come down and experience it too! • Enter the raffle on your way out.

STATION 7 – RAFFLE

MATERIALS	SIGNAGE	VOLUNTEER TALKING POINTS
<ol style="list-style-type: none"> 1. 1 Table 2. Volunteer name badge 3. Pens 4. Display cube 	<ul style="list-style-type: none"> ✓ Raffle rules 	<ul style="list-style-type: none"> • Write your name and phone number on the back of each ticket. • Place your ticket(s) in any box that has a prize you wish to win. • You may place them all in the same box to increase your chance of winning or, spread them out – however you want. • The raffle winners will be announced tomorrow.

SAMPLE LIST OF SUPPLIES

ALL STATIONS	SAMPLE
<p>Raffle Tickets \$10.99 per roll (2,000 tickets) Staples.com</p>	
<p>Volunteer Name Badge Avery® Top Loading Pin Style Name Badges \$21.99/box (100 badges) Staples.com</p>	
<p>Plastic Picture Frames Staples® Slanted Sign Holder, 8 1/2"W x 11"H \$7.29 ea Staples.com</p>	
<p>Wall Mounts Scotch® Removable Mounting Squares \$4.79/35 pack Staples.com</p>	
<p>Miscellaneous Items Scotch tape Scissors Pens</p>	


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STATION ONE – STATEMENT TABLE	SAMPLE
<p>Event Invitations Produced by local printer</p>	
<p>Markers Black Sharpie \$8.29/doz Staples.com</p>	
<p>NO MORE stickers & magnets 5" Custom Round Car Magnet - \$0.65/piece 5" Custom Round Sticker - \$0.30/piece cleanfunpromo.com 714-263-3387</p>	
STATION TWO – PHOTO BOOTH	SAMPLE
<p>Photo Booth \$645 for 2 hours partybooths.com</p>	
<p>Plastic Display Cube (for props) \$5.99 ea Containerstore.com</p>	

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STATION THREE – GALLERY WALL	
	SAMPLE
<p>Wall hooks Command Clear Hooks with Clear Strips \$3.99/2pack Staples.com</p>	
<p>String Blue raffia to align with the NO MORE logo \$5.99/role Containerstore.com</p>	
<p>Binder clips \$7.29/pack (144 clips) Staples.com</p>	
STATION FOUR – WEB	
	NOTE
Laptops (2-3 computers)	nomore.org is also compatible with the iPad
STATION FIVE – TOILETRY KIT	
	SAMPLE
<p>Tote bag Cotton Sheeting Natural Economy Tote 9-1/2" x 9" \$1.35/unit 4imprint.com</p>	
<p>Fabric pens Stained by Sharpie brush tip fabric markers \$18.29/8pack Staples.com</p>	
<p>Letter stencil \$16.00/dozen Orientaltrading.com</p>	

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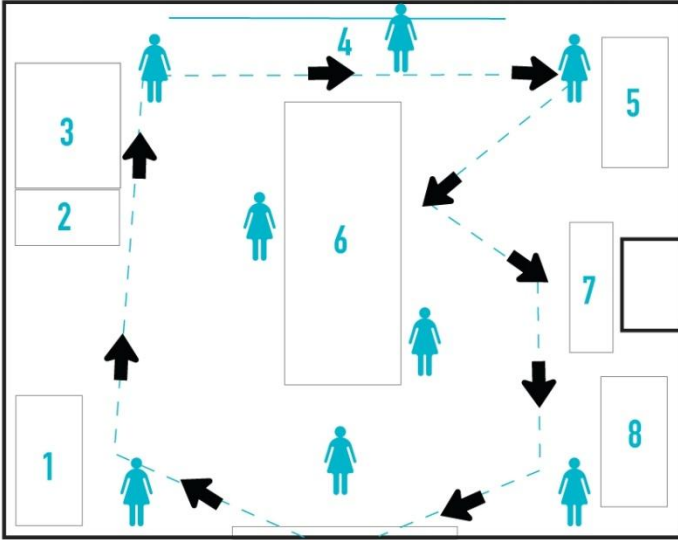
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STATION SIX – REFRESHMENTS	SAMPLE
<p>Donuts, Coffee & Tea Special order with blue frosting \$10.00/doz donuts \$1.70/cup Dunkindonuts.com</p>	
STATION SEVEN – RAFFLE	SAMPLE
<p>Plastic Display Cube (ticket collection while displaying raffle items) \$5.99 ea Containerstore.com</p>	
<p>Pens \$6.99/box of 60 Staples.com</p>	
<p>Prizes</p>	

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FLOOR PLAN



= HELPERS = FLOW

1. card writing table:

Guests fill out why they say NO MORE on their tickets and pick up a new card if they lost or forgot to bring their ticket to event.

2. prop and printer table

This table houses the photobooth printer and the props that can be used in the photobooth.

3. photo booth

Guests take their filled out cards and take pictures with their friends

4. NO MORE statement wall

After getting their pictures taken, guests will hang their cards on the hang lines

5. laptop station

Guests can browse NOMORE.org and view the virtual statement gallery

6. shelter kit assembly

Guests put together kits

7. refreshments

Coffee, tea and donuts

8. raffle table

Guests drop their activity tickets here for a chance to win a prize.

