3 Checklists for helping with trainings led by Mike Domitrz.

TWO WEEKS BEFORE:

☐ Have received box of Mike's materials and the promotional items (tattoos, buttons, and posters). *If not, email us at <u>orders@centerforrespect.com</u> to let us know ASAP!*

☐ Contacted local sexual assault crisis centers inviting them to the event. Share with them Mike will be letting participants know about them. Having them in attendance can bring provide opportunities for immediate support for survivors.

☐ Have sent an email requesting all leaders to encourage attendance to the trainings led by Mike Domitrz. Find example of emails to leaders at:
https://www.centerforrespect.com/military/downloads-web/

☐ Schedule your upcoming Promotions for the next 2 weeks. Plan the days you will be placing Table Tents throughout the installation and conducting additional promotions. Schedule when you will be sending messages via social media (and having influencers on campus do the same). *All the details on how to run these promotions are described in the Marketing & Promotions download at:*
https://www.centerforrespect.com/military/downloads-web/

☐ If you are using the **PLEDGE FOR ACTION,** you have enough copies printed out for the audience members to sign AND you have a table with lots of pens for everyone to sign the pledges at (you will get a RUSH for signatures). *PLEASE do NOT hand them out or have them available before the presentation.* Download the pledge documents from:
https://www.centerforrespect.com/military/downloads-web/

☐ Do you have a few members chosen who are going to film a couple of 2-minute to 5-minute clips of the presentation to share on social media during the program? Live sharing a couple of short clips is a great way to promote what your organization is doing on the installation and/or worldwide.

ONE WEEK BEFORE:

☐ Have received 2ⁿᵈ shipment of boxes at least 5 days before the event – this set is designated to be set aside for Mike to use when he arrives (shirts, books, and wristbands). Please open the boxes to make sure you see the SAME number of bags with T-shirts and books in them as the number of trainings Mike is presenting. ***If missing a box or no boxes show up, please email us ASAP at orders@centerforrespect.com.***

☐ Have sent installation-wide email (details of the time, date, and location of the trainings are included in the email).

☐ Contacted Public Affairs for inviting them and local media to the training (for radio, TV, newspapers, etc.).

☐ Contacted local sexual assault crisis centers inviting them to the event. Remember to tell them Mike will be referring to them during the training.

☐ Assign someone to Introduce Mike and give the person the Introduction which can be downloaded at:
https://www.centerforrespect.com/military/downloads-web/

☐ You have sent A.V. & Room Layout Guidelines to the AV & facilities people and they have confirmed they have looked over everything. The information is available to download at:
https://www.centerforrespect.com/military/downloads-web/

☐ Ask at least 4 individuals to distribute **ASK FIRST** Wristbands as people exit upon conclusion of the training.

☐ If you are using the **PLEDGE FOR ACTION,** you have enough copies printed out for the audience members to sign AND you have a table with lots of pens for everyone to sign the pledges at (you will get a RUSH for signatures). *PLEASE do NOT hand them out or have them available before the presentation.* Download the pledge documents from:
https://www.centerforrespect.com/military/downloads-web/

☐ You have a few members chosen who are going to film a couple of 2-minute to 5-minute clips of the presentation to share on social media during the program. Live sharing of short clips is a great way to promote what your organization is doing on the installation and worldwide.

CHECKLIST FOR THE <u>DAY BEFORE AND DAY OF</u> MIKE DOMITRZ'S PRESENTATION

☐ Have Boxes of Mike's materials at the venue (or with someone to be brought to the venue).

☐ 2 Bottles of Water are packed for EACH TRAINING led by Mike Domitrz.

☐ Have Helpers assigned to hand out the wristbands provided by *The Center for Respect Inc* **as everyone EXITs THE ROOM upon conclusion from the program**. The wristbands are found inside the shipment with the books and shirts (typically arrives within one week of the event).

☐ You've assigned someone to INTRODUCE Mike using the Introduction at the below link AND the person ALREADY has the Introduction (so he/she can Memorize It a couple of days in advance) which can be downloaded from:
https://www.centerforrespect.com/military/downloads-web/

☐ The AV & Room Layout specifications have been double-checked with the Facility Setup staff and the A/V Staff (download at https://www.centerforrespect.com/military/downloads-web/). The venue is all set to go!

☐ You have printed out the Introduction that is written for the specific training Mike Domitrz is leading. All introductions are available to download at the below link. **PLUS for smaller group trainings**, you have enough nametags for everyone attending to wear one (FIRST NAME ONLY – in big letters).
https://www.centerforrespect.com/military/downloads-web/

☐ You have members and leaders sending out social media and email messages throughout the day reminding everyone to attend the appropriate trainings. THIS CAN BE HUGE FOR RAISING ATTENDANCE!! Please use the #CanIKissYou

☐ If you are using the **PLEDGE FOR ACTION,** you have enough copies printed out for the audience members to sign AND you have a table with lots of pens for everyone to sign the pledges at (you will get a RUSH for signatures). *PLEASE do NOT hand them out or have them available before the presentation*. Download the pledge documents from:
https://www.centerforrespect.com/military/downloads-web/

☐ You have a few members chosen who are going to record a few 2-minute to 5-minute clips of the presentation to share on social media along with their reaction to the program. Live sharing of short clips is a powerful way for everyone to learn the great work your organization is doing on campus.