

3 Checklists for helping with Mike Domitrz's presentations.

TWO WEEKS BEFORE:

- Have received box of Mike's materials and the promotional items (tattoos, buttons, and posters). *If not, email us at orders@centerforrespect.com to let us know ASAP!*
- Contacted local sexual assault crisis centers inviting them to the event. **Encourage them to promote the event.** Share with them Mike will be referring survivors to them at the program. Having them in attendance can bring provide opportunities for immediate support for survivors.
- Have sent an email requesting all faculty to encourage attendance to the "*Can I Kiss You?*" program. Share how Extra Credit for attendance is greatly appreciated and has a huge impact. Find example of emails to faculty at <https://www.centerforrespect.com/universities/downloads-web/>.
- Schedule your upcoming Promotions for the next 2 weeks. Plan the days you will be placing Table Tents throughout campus 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/universities/downloads-web/>*
- Do you have a few staff members and students 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? This is a great way to promote what your organization is doing on campus.

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 presentations Mike is presenting. *If missing a box or no boxes show up, please email us ASAP at orders@centerforrespect.com.*
- Have sent a campus-wide email (details of the time, date, and location of the program are included in the email).
- Contacted outside media and campus media for inviting them to the event using the Press Releases (for radio, TV, newspapers, etc.) available for download at: <https://www.centerforrespect.com/universities/downloads-web/>
- Contacted local sexual assault crisis centers inviting them to the event. Remember to tell them Mike will be referring survivors to them at the program.
- Assign someone to Introduce Mike and give the person the Introduction which can be downloaded at: <https://www.centerforrespect.com/universities/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/universities/downloads-web/>
- Ask at least 4 students to distribute **ASK FIRST** Wristbands as students exit the room.
- 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/universities/downloads-web/>
- You have a few staff members and students 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 is a great way to promote what your organization is doing on campus.

CHECKLIST FOR THE DAY BEFORE AND DAY OF 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 PRESENTATION for Mike Domitrz.
- Have Helpers assigned to hand out the wristbands provided by *The Center for Respect Inc* **AS THE STUDENTS EXIT THE ROOM 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 provided in this packet 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/universities/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/universities/downloads-web/>). The venue is all set to go!
- If you are having a "Train the Trainer" session with Mike, you've printed out the Introduction which is available at the below link. **PLUS**, you have enough nametags for everyone attending to wear one (FIRST NAME ONLY – in big letters).
<https://www.centerforrespect.com/universities/downloads-web/>
- You have faculty, staff, and students sending out Tweets (via Twitter), Text messages, Facebook notices, Instagram posts, and emails throughout the day reminding everyone to attend the main presentation!! 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/universities/downloads-web/>
- You have a few staff 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 is a powerful way for everyone to learn the great work your organization is doing on campus.