

# **Strike Out Arthritis! Event Check-List**

- ✓ **Fill out the Event Approval Request Form and mail to your CNS (at least 3 weeks prior to the event).**
- ✓ **Begin planning your Strike Out Arthritis! event and contact the Foundation if you need assistance with planning.**
- ✓ **Set your event date, secure a venue, make a timeline and volunteer sign-up sheets.**
- ✓ **Order needed supplies.**
- ✓ **Announce your Strike Out Arthritis! event to the public, make flyers and place your event on the community/campus calendar.**
- ✓ **Get ready to set-up for the event; confirm that you have your needed supplies and volunteers.**
- ✓ **Have a great Strike Out Arthritis! event!**
- ✓ **Fill out the Strike Out Arthritis! event form COMPLETELY.**
- ✓ **Fill out a Mini-Grant form if you want your event proceeds to benefit your local arthritis chapter. 100% of proceeds go directly to your local chapter.**
- ✓ **Send proceeds, event form & mini-grant to the AOII Foundation, attn: Courtney Stafford, 5390 Virginia Way, Brentwood, TN 37027.**