

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. Contact Courtney Grimes at cgrimes@alphaomicronpi.org with any questions**
- ✓ **Send proceeds and event form to the AOII Foundation, attn: Courtney Grimes, 5390 Virginia Way, Brentwood, TN 37027**