St. Jude
No More Cancer Rally

Once you have your online fundraising page and Rally app, use this checklist to ensure you're prepared for your St. Jude No More Cancer Rally!

- ❑ **Secure an event date and venue that has WiFi to support the size of your audience, AV/Sound for presentation and challenge instructions**
- ❑ **Secure an Emcee(s). Someone lively, confident and who will facilitate spirit challenges and cue challenge videos**
- ❑ **Plan spirit challenges that will appeal to your audience. 2+ spirit challenges are recommended pending length of event**
  - ❑ Dance off, cheer off, lip sync battle, costume contest (pre-promote), step competition, etc.
- ❑ **Recruit participants and build excitement**
  - ❑ Put together a communication plan that includes social media, text message, e-mail and more
  - ❑ Marketing materials including social images, flyers and more can be found at stjude.org/rallyresources
- ❑ **Secure food, entertainment and decorations to enhance the event experience**
  - ❑ Food: Snacks + Beverages
  - ❑ Entertainment: DJ, dance performances, etc.
  - ❑ Secure event decorations in addition to materials provided by St. Jude
- ❑ **Secure prizes for points drawings**
  - ❑ Gift certificates, university apparel, etc.
- ❑ **Download event PowerPoint and edit the customizable fields**
  - ❑ Event PowerPoint can be found at stjude.org/rallyresources
- ❑ **Volunteers**
  - ❑ Make sure you identify volunteers to help assist participants with any questions
  - ❑ Volunteers to staff any check-in/food/event needs that you may have
  - ❑ Assign one person to pull impact report numbers and pull prize winners from the Rally app using the links provided
- ❑ **Print 10 certificates for the top 10 points earners**
  - ❑ Certificate can be found at stjude.org/rallyresources
- ❑ **Rehearsal/Walk-through**
  - ❑ Test WiFi
  - ❑ Test AV/Sound by running through the event PowerPoint including all the videos
  - ❑ Explain and walk through volunteer rolls
  - ❑ Emcee to practice script and spirit challenge facilitation
- ❑ **Ensure participants are prepared for the event**
  - ❑ Participants must be registered through TeamRaiser
  - ❑ They must bring a charged laptop and cell phone to the event
  - ❑ Send out event reminder 72 and 24 hours prior to event reminding participants to register and bring their laptop and cell phone