

Lilly Global Day of Service (LGDOS) Event Checklist



Leadership Support

- Confirm local leadership participation and support.
- Engage local management in planning of the event.

Cross-Business Coordination

- Assemble a local planning committee across the functional areas of your affiliate/site.

Choosing a Project

- Decide on a project type through consultation with a planning committee.
- Ensure project is within guidelines, policies, and local laws.
- Align project(s) with one (or more): hunger, education, environment and/or health
- Contact the organization(s) to identify needs and make sure that your services are needed.
- Determine costs associated with the project, if any, and who will be responsible.
- Determine project details, including time, location, number of volunteers needed, and jobs.
- Present project plan to Senior Management.

Confirming the Activity

- Confirm plans with the organization and schedule a meeting to review the details of the event.
- Make arrangements for any necessary supplies: tools, refreshments, safety equipment, cleaning supplies, trash receptacles, portable toilets, etc.
- Confirm logistics for the event:
 - How do volunteers get there?
 - Where can volunteers park?
 - What are the fire escape routes?
 - What do you do in case of severe weather?
 - Where are the restrooms?
 - Where can you hang your banners if you have them?
 - Identify sign-in area where Lilly volunteers will receive nametags and check in.
 - Are refreshments or water nearby? Are they free to volunteers? If not, you may want to provide refreshments, especially in hot weather.
- Reconfirm all details with the organization.

Volunteer Recruitment Techniques

- Develop an internal communication plan to spread the word, partnering with communications representative. When possible include the local Business Manager in the communications to employees.
- Publicize the event to employees: banners, posters, management e-mails, etc.
- Confirm details with all your volunteers: date, maps, shift times, job assignments, and special directions.
- Create enthusiasm by sending regular communications to keep the momentum building leading up to the event.
- Provide a contact number that volunteers can call to check for last-minute changes on the day of the event (e.g. The weather is bad and the event is outdoors). Make certain you have people staffing the telephones and keeping the information up to date.

Event Optimization

- Prepare a list of all managers in your region and send them invitations to participate.
- When confirming the event with the Non-Governmental Organization/Not-for-Profit Organization, determine who from their organization will be at the event.

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Loop Group Activities

- Encourage all team members to join main LGDOS Website
- Establish a project site on the LGDOS Project WebSite
- Ensure all team member join local Project Loop Group for communication purposes.
- Use Project Loop Group for all local event communications
- Use Project Loop Group as a location for all local project documents and photos

Program and Logistics

- If appropriate, arrange for a photographer or videographer through internal or external sources. Where possible, recruit employees with an interest in photography/videography and ask them to help during the event. Prior to taking any pictures or video, please ensure you are within laws and company privacy policies (e.g. In the United States, all Lilly personnel and non-consumers must have signed the Non-Consumer Privacy Release Form). Please contact the Privacy Steward or Legal Counsel for your Affiliate if you have any questions or concerns.
- Prepare items including nametags, rosters, and check-in signage for Lilly personnel.
- Have all materials, signage, and supplies in place the day before the event.
- Consult with a safety representative to determine safety needs pertaining to the project and have plenty of Personal Protective Equipment (PPE) available on the day of the event. Examples of PPE include the following: safety glasses, gloves, closed-toed shoes, long sleeve shirts and long pants.
- Provide safety training in order to avoid injury (e.g. ladder safety and lifting techniques).
- Consult with a member of Health and Safety and/or an Environmental Representative to ensure proper handling of hazardous materials (e.g. disposing of used fluids such as paint and oil or avoiding contact with lead-based paint and asbestos) If asbestos potentials exists, contact a Lilly Safety Representative.
- If applicable, set-up a registration process that includes t-shirt distribution, sign-in sheets and nametags for Lilly volunteers.
- Determine the order of your welcome program and provide talking points to speakers.
- Prior to the event, conduct a walk-through with your planning committee to finalize details.

Day of Event Tasks

- Have your planning committee and, if appropriate, the Non-Governmental Organization/Not-for-Profit partner staff, arrive one hour early to set-up and ensure that all details have been addressed.
- Register Lilly volunteers and direct them to the appropriate locations.
- Acknowledge and thank volunteers for their assistance.
- Encourage leadership to participate in the activity, visit with employees throughout the day, and thank them for their participation.
- Have a brief welcome ceremony prior to the start of the project. Invite Senior Leaders to welcome the participants. If appropriate, arrange for Leadership of the Non-Governmental Organization/Not-for-Profit to address the volunteers and tell them more about the organization.

Post Event Tasks

- Thank volunteers, organization and anyone else that helped to make your event successful.
- Record your completed project on the Activity Tracker that can be found on the Lilly Global Day of Service collaboration site
- Share your story internally with communicators, post pictures and stories on the **Local Loop Group** that you created and, if appropriate, with the Lilly Global community on the Main LGDOS Site. externally with local media – Please refer to External Communications policy for full policy information.
- If appropriate, share your story externally with local media – Please refer to External Communications policy for full policy information.
- Work with Senior Leadership to recognize all event planners within the company that made the day a success.