

2022 Walk Day of Event Q & A

Priorities

Current

- Sponsor agreements for all sponsors (to receive material benefits) – Aug 1
- Site visit to plan day of event set up and determine Walk route, check cell service
- Secure equipment - tables, chairs, sound for the event
- Secure day of event in-kind donations (water, pre-packaged food)
- Secure photographer - let PKDF staff lead know if you will have one at your event
- Connect with vendors about day of event details - examples of vendors are porta potty, sound, tents/tables, police

Ongoing

- **Check Walk email regularly**
- Send welcome emails to registered participants, your staff lead can provide a list of registered participants
- Encourage participants to fundraise using engagement tools on walkforpkd.org/fundraising
- Continue to encourage past team registration
- Connect with all volunteers about Walk day responsibilities
- Post on social media

Day of Event Materials

What materials will I receive from the PKD Foundation?

- Directional arrows
- Thank you for your support signs
- Nametags
- Social stickers
- QR code signs
- Donation envelopes
- Certificates of appreciation
- Event banner (in a separate mailing)

I'm a new volunteer, I don't have materials from the past, what will I receive/what do I need?

- All volunteers, newly onboarded and veteran, will receive the same materials needed to execute a successful Walk for PKD. Please use only the materials you receive this year when organizing your event.
- If you have past materials that match what you have received for this year, you may use those again. If you have past materials that do not match what we have sent for 2022, please recycle them.
- If you have any questions on what should be kept vs. disposed, contact your staff lead.

Purchases/In-kind gifts/Sponsorships

What can I buy/get reimbursed for?

- All purchases need to be approved by your staff lead.
- The PKD Foundation will only approve event materials in budget
 - Port-a-Johns
 - DJ/sound
 - Rental equipment (tables/chairs/tents)
 - Hand sanitizer/wipes/cleaning supplies
 - Decorations and event supplies

What is an in-kind donation vs. an in-kind sponsorship?

- Gift in-kind donations*
 - Raffle/auction/prize items
 - Items valued below sponsorship level
- Gift in-kind sponsorship* (Contributes to reducing costs of necessary day of event items)
 - DJ
 - Park fee waived
 - Photographer
 - Tents/tables/chairs
- All in-kind gifts are thanked and recognized for their contribution by the PKD Foundation

Will I be able to purchase balloons?

- Balloons are not included in your day of event materials as many locations are restricting the use of such items due to the environmental impact.
- If you are interested in balloons for your event, please connect with your staff lead to receive approval on both the purchase and allowance of these items at your location.

What about kids activities?

- Facepainting
- Rub-on tattoos
- Coloring sheets
- Yard games
- Hula hoops
- **No bounce houses.**
- We will not be permitting bounce houses at Walk for PKD events this year.

T-shirts

Will t-shirts be distributed on Walk day?

- No, t-shirts will be distributed as they have in 2020-2021 with shirts being mailed directly to fundraisers.

- Every registered participant that reaches \$100 or more in individual fundraising with receive information to redeem after the fundraising deadlines. Team totals and non-registered donors do not qualify for t-shirt redemption.
- There will be (at least) two redemption opportunities
- Redemption 1 - Fundraise \$100 or more by Aug 15 to receive t-shirt before Sep 9
- Redemption 2 – Fundraise \$100 or more by the end of October to receive t-shirt (dates TBD)

Are Penny Kids Dash or volunteer shirts being distributed?

- Past volunteers should have a volunteer shirt that can be worn day of event. Or designate a color (purple/teal/green) and have your key volunteers wear that specific color.
- Now is a great time to distribute your remaining stock of Penny Kids Dash shirts. If you don't have any, not a problem. You can always have stickers and other fun things for kids at the event.

How is the Foundation promoting the t-shirt incentive?

- We recently messaged our PKD community in PKDnews
- Social media posts
- Participants receive an email when they reach \$100 in fundraising
- [Blog](#) with information about the t-shirt incentive
- You too should be messaging your walkers via email and local social posts

COVID Protocols / Event safety

What are our COVID protocols?

- We are requiring all Walks to have hand sanitizing stations, antibacterial wipes/spray, individual pre-packaged snacks/drinks, and mask protocols will follow local guidelines at time of event, distancing/spacing of vendors, etc.
- All walks are required to purchase 1 to 3 hand sanitizers and at least one package of antibacterial wipes. Volunteers will be reimbursed for these purchases up to \$50.
- At this time, masks are not required at any of our locations. We will comply if this rule changes by the fall. If it is a matter of comfort for the participant, we encourage everyone to do what works best for them, bring a mask if you like.

How will walkers indicate their level of social comfort?

- Social stickers will be provided for participants to place on their name tags to indicate their level of social comfort.

Green = Close proximity okay – handshakes/hugs welcome

Yellow = Cautious – okay with talking but no touching

Red = No contact - please respect 6 ft distance, waves are okay

What food and beverage is allowed?

- Bottled water, coffee distribution, prepackaged items, vendor prepared and vendor served – food safe (food truck), participants bring their own food (sack lunch).
- No self-serve unless prepackaged items. COVID protocols have increased our need to have better food safety protocols for our immune compromised patients and all attendees.

Registration/Money/Volunteers

How many volunteers do I need for the Walk?

- Volunteer support will depend on the size of your event. We have events that range in size from 50 – 400 in attendance.
 - Setup: 5 - 15
 - Registration: 4 – 8
 - Emcee: 1
 - Food/Beverage: 1-2
 - Kids Activities: 1- 4
 - Walk route volunteers: 1 - 2
 - Teardown: 5 - 15

How will we run registration this year?

- Registration will remain open through walk day
- QR codes!
 - Registration
 - Donations
- Registration training will be August 23 and 24

What if my location doesn't have great cell service or someone doesn't have a smart phone?

- Ahead of the walk, check for cell service at your site
- Have people at registration who can assist others with their smartphone or utilize a registration volunteer's phone
- Print a paper waiver and sign sheet as back up.

What happens if people bring money to the Walk?

- PKDF self-addressed donation envelopes. It is a good idea to print out some donation submission forms. This is the best way to ensure their donation is allocated to the correct fundraising page.
- Write on the check – the team or participant name on the memo line
- If you are doing extra events at your walk where participants are exchanging money, please take the cash to your local bank and get a money order or cashier's check and mail it in with a note indicating your walk and that it is an event gift.

Will we have a Community booth?

- Yes, Nicole will work with PKD Connect Ambassadors to prepare for this, more information to come.