



Volunteer Training Webinar Series

Logistics

Housekeeping

- Staff & Volunteers attending
- Please mute your lines - *6 (toggle on/off)
- Feel Free to ask questions at any time
 - I will stay on the line after to answer any individual questions that you don't want to ask in the group
- Links in the presentation are active
- Presentation will be recorded and available on SharePoint

Agenda

- The BBFW 5 Star Experience
- The Role of the Logistics Chair
- Logistics Sub-committee
- Facilities & Site
- Gathering Supplies
- Finish Strong!
- Creative Logistic Ideas
- Tools & Resources
- Future Trainings



Best Buddies Friendship Walk

5 Star Experience



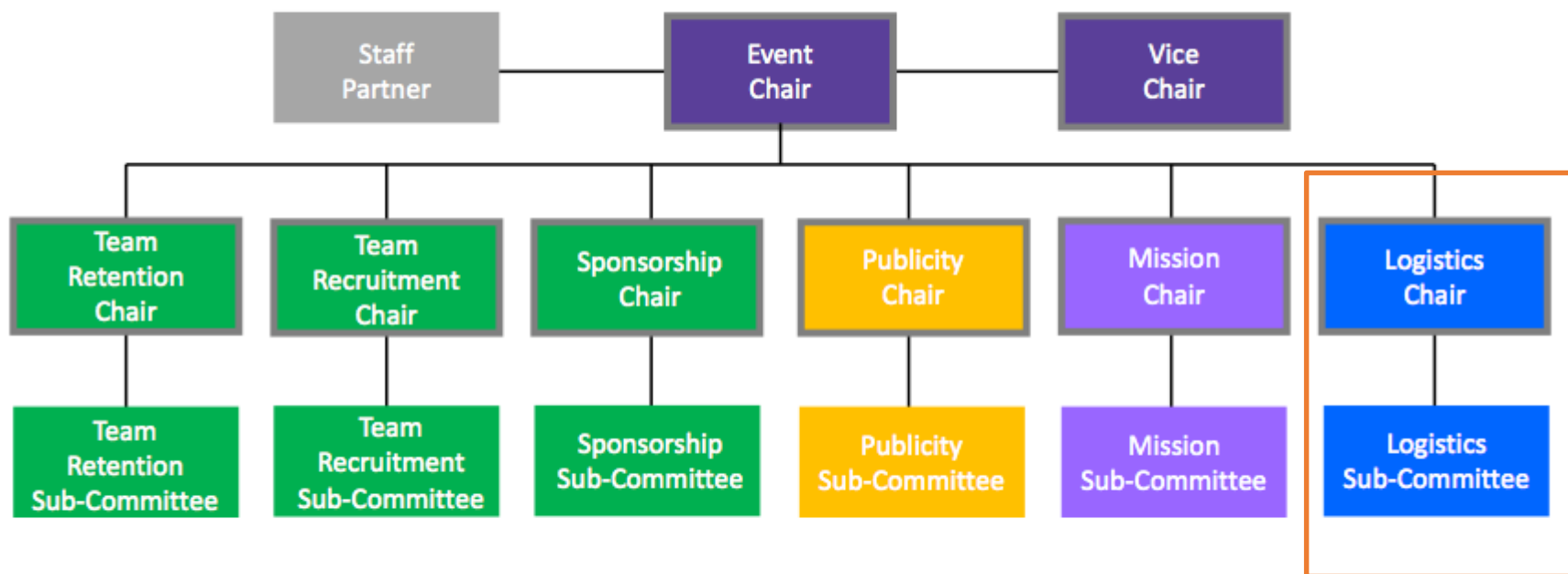
The Friendship Walk is more than just an event, it's an experience. It's where we can celebrate and show appreciation for our participants hard work in raising dollars and awareness for our mission.

BBFW 5 Star Standards:

- Event venue/layout
- Sound, stage and décor
- Show flow, timing and program
- Food and beverage hosted for all participants to include: breakfast, water, beverages and after party/lunch (provided complimentary to participants)
- Professional emcee
- Professional photographer



Friendship Walk Committee Organizational Chart



*Sub-Committees may vary in size depending on the goals and needs of each Walk.



Logistics Chair

Role and Responsibilities

Logistics Chair

Overview

The Logistics Chair serves as the lead for all Friendship Walk day logistic needs while recruiting/training event day volunteers to ensure a safe, mission focused event. This position works with all committee members to ensure all components are planned.

Qualifications

- Excellent organizational skills and attention to detail.
- Ability to create and oversee the execution of the event site map and flow.
- Flexible, adaptive and creative.

Responsibilities

- Meet with Walk leadership to develop a plan/timeline for event logistics.
- Recruit and train the Mission Sub-Committee.
- Coordinate all tents, vendors, parking, start/finish line, route etc.
- Work with sponsorship team on in-kind donations.
- Plan overall setup/break down
- Recruit day of volunteers



Logistics Sub-Committee

Role and Responsibilities



The Logistics Sub-Committee overall responsibilities include but are not limited to:

- Working closely with their local Best Buddies staff and Event Chair on facility/site planning, supply, volunteer and onsite management.



Facility & Site Considerations

- Secure your location and date - make sure to check community calendars etc. for events that may compete or conflict with yours.
- Research any restrictions or possible complications such as noise ordinance or food restrictions
- Make sure to have an inclement weather plan
- Room to grow - will your site allow for event growth in future years?





Gathering Supplies

- Infrastructure items such as tents, tables, chairs, stage, portable restrooms, trash, secure money handling spaces etc.
- Electrical/motorized items such as quality sound system and operator, lighting (if needed for setup) walkie - talkies, generators, extension cords, golf carts,
- Décor and fun stuff like banners, mission track signs, balloons, start/finish arches, flags, directional signs, sponsor banners etc.



Key things to consider:

- Work with each chair person and their perspective areas to see what logistical needs they may have.
- Try to have items sponsored, borrowed or donated.



Finish Strong!



- Return all borrowed and rented items in their original state
- Show appreciation to all those whom made event logistically possible.
- Meet with Sub-committee and walk committee post event to discuss what worked and what needs improvement.
- Work with staff to survey participants
- Leave a legacy-keep all documents and contacts organized for next year and years to come!



BEST BUDDIES®
FRIENDSHIP WALK

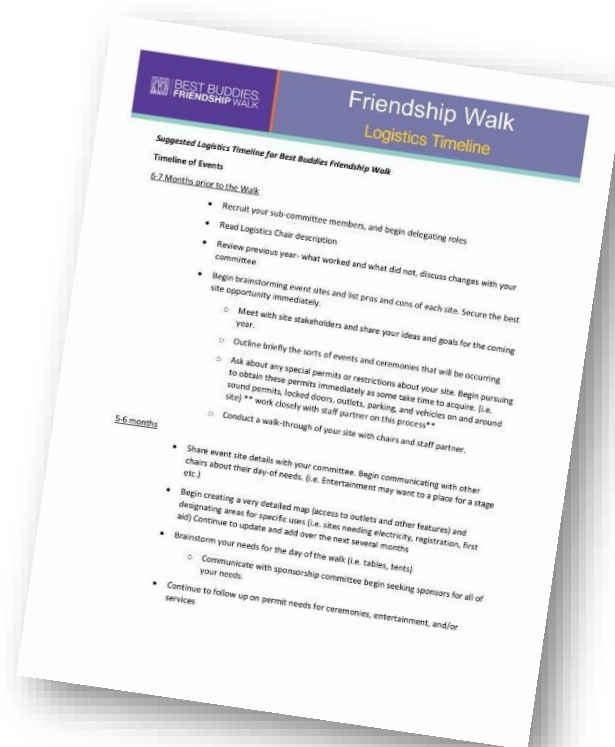
Creative Logistics!





Logistics Chair Resources

1. Logistics Webinar recording & On Demand trainings
2. Logistics Checklist
3. Logistics Timeline
4. Logistics Staff/Volunteer Assignments Spreadsheet
5. Friendship Walk 5 Star Standards
6. Franklin Group USA:
daria@franklingroupusa.com
trish@franklingroupusa.com



[BB International Team Site >](#)
[Development Docs > Friendship Walk](#)
[> Volunteer Webinars > Logistics](#)



Additional Trainings

**All times are listed in CENTRAL STANDARD TIME*

Training	Date	Day	Start (CST)	End (CST)	*Log in info
Leadership Luncheon	Aug 7	Tue	11:00am	11:30am	
Event Chair/Vice Chair 101	Aug 15	Thu	11:00am	12:00pm	
Volunteer Kickoff Party	Aug 21	Tue	2:00pm	2:30pm	
Committee Orientation	Sept 6	Tue	11:00am	11:30am	
Team Retention 101	Sept 13	Thu	2:00pm	2:30pm	Call by Computer: Log into the webinar via our customized URL (http://join.me/FriendshipWalk).
Friendship Walk 101	Sept 20	Wed	2:00pm	3:00pm	
Sponsorship 101	Sept 27	Thu	11:00am	11:30am	
Team Recruitment 101	Oct 9	Tue	11:00am	11:30am	To join the conference call line either select the "Call by Computer" option or dial: (302) 202-3900 and use Conference ID: 832-920-229. If you are not using a computer, this option will allow you to call via telephone. Please note, long distance charges may apply.
Publicity 101	Oct 18	Thu	2:00pm	2:30pm	
Mission 101	Oct 25	Thu	11:00am	11:30am	
Friendship Walk 101	Oct 25	Thu	2:00pm	3:00pm	
Logistics 101	Oct 30	Tue	11:00am	11:30am	
Past Team Registration Event	Nov 1	Thu	2:00pm	2:30pm	These trainings will be recorded and available on SharePoint to access at any time.
New Team Kickoff	Nov 8	Tue	2:00pm	2:30pm	
Friendship Walk 101	Nov 28	Wed	2:00pm	3:00pm	
Friendship Walk 101	Jan 23	Wed	2:00pm	3:00pm	
Event Experience	Feb 5	Tue	11:00am	12:00pm	
Friendship Walk 101	Feb 27	Wed	2:00pm	3:00pm	
Accounting & Registration	Mar 7	Thu	2:00pm	3:00pm	
Walk Celebration Party	Mar 19	Tue	2:00pm	2:30pm	
Friendship Walk 101	Mar 27	Wed	2:00pm	3:00pm	
Friendship Walk 101	Apr 24	Wed	2:00pm	3:00pm	
Friendship Walk 101	May 22	Wed	2:00pm	3:00pm	
Friendship Walk 101	June 26	Wed	2:00pm	3:00pm	

**The above trainings are offered live; however, they will be recorded and offered on the Friendship Walk SharePoint page.*

BESTBUDDIES®

Best Buddies International is the world's largest organization dedicated to ending the social, physical and economic isolation of the 200 million people with intellectual and developmental disabilities (IDD). Our programs help people with IDD form meaningful friendships with their peers, secure successful jobs, live independently, improve public speaking, self-advocacy and communication skills, and feel valued by society.