

Chairperson's Planning Guide

Name of Event	QGOTV Blood Drives
Description	The QGOTV is not in a leadership role for these events. They simply loan their name as sponsor, arrange for a location, and publicize the events through various QGOTV vehicles. OneBlood operates the Events.
Date of Event	Multiple
Time of Event	Set per event.
Location of Event	Various Recreation Centers
Chairperson(s)	QGOTV President
Audience/Attendees	Open to the Public
Committees	N/A
Budgeted Income	\$0.00
Budgeted Expenses	\$0.00
Planned Timeline	<p>8-12 months prior –</p> <ul style="list-style-type: none"> • QGOTV secures permits for Blood Drives through Recreation Center. • QGOTV President communicates proposed dates to OneBlood, who then arranges to set up the event. <p>6 months prior up to Day Of Event –</p> <ul style="list-style-type: none"> • Blood Drives are publicized through Executive Board announcements, Guild Meeting announcements, and other Guild vehicles (website, Social Media, etc.).
Guild Interfaces Required	QGOTV President – to act as conduit to Recreation Centers, and to OneBlood
Non-Guild interfaces Required	The Villages Recreation Department – for permits and for location setup.
Non-Villages interfaces Required	OneBlood – to run each Event.
Volunteers Needed	N/A
Final Report	<p>Must include:</p> <ul style="list-style-type: none"> • Planned vs. Actual Activities/Timeline • Budget vs. Actual Income/Expenses • Interfaces used • Copies of Plans (e.g. Publicity, etc.) vs. Actual • Copies of Status reports • Copies of all Materials used (Fliers, Forms, Advertising, notes, all supporting documentation) • Narrative/Summary of Event Lessons Learned (what worked well, what didn't work well, recommendations for changes to be made, etc.)