

LIST OF ITEMS DUE PRIOR TO PROGRAM

Due ASAP:

- Your institution's logo
- Mailing address for checks and packages
- Most recent W9 form
- Organization that the checks will be made out to
- Main contact (First, Last name, Email address, Office #, Cell #, Address)
- Communities of Practice main contact (if different from main contact)
- A budget modification form if you are altering your budget

Due 3 weeks prior to program :

- Volunteers and Partner Spreadsheet (found in toolkit):

Due 1 week prior to program:

- # Of women registered for the program
- Schedule for the day of the program (including when volunteers will begin arriving, any orientations/training done for volunteers)
- Any VIPs attending the program and any tours that will be conducted for these VIPs
- Any media interviews anticipated on the day of the program
- Main contact on the day of the program. Main contact will be responsible for:
 - o Introducing CAP Foundation representative to volunteers and giving tour of See, Test & Treat program to CAPF rep
 - o Setting up 2-3 patient and volunteer interviews for the CAPF rep in a quiet area (ideally) to make for a quality interview recording
- Parking information for the day of the program