



AMERICAN CANCER SOCIETY RELAY FOR LIFE

Celebrate.

Remember.

Fight Back.

Fight Back Checklist

Is your Relay ready to Fight Back?

- ✓ Relay For Life Manager meet with Event Chair to introduce and discuss Celebrate. Remember. Fight Back.
 - Ensure event chair has a copy of the CRFB guidebook
 - Gain buy-in from event chair
 - Develop plan to introduce and train committee
- ✓ Event chair introduces CRFB to committee by implementing the Committee Meeting Agenda. See *"Committee Meeting Agenda to Intro CRFB.pdf"* in the appendix below.
- ✓ Fight Back added as agenda item for all upcoming committee meetings.
 - Actual Fight Back planning updates, including status of ceremony, Fight Back tent, etc.
 - Mission Messaging: Getting people excited about ways they can Fight Back!
- ✓ Event Chair and Relay For Life Manager meet with the following committee members to implement plan of action:
 - Mission Delivery Chair
 - Explain Roles and Responsibilities
 - Train to what the Fight Back Tent is and how they are involved
 - Expectations of Fight Back Messaging at upcoming meetings
 - Survivor Chair (or Ceremonies Chair, whomever is responsible for opening ceremony.)
 - Explain and discuss new aspects of the opening ceremony and how your event will implement.
 - Give guidebook as a resource and review scripts for new ceremony.
 - Luminaria Chair (or Ceremonies Chair, whomever is responsible for luminaria ceremony.)
 - Explain and discuss new aspects of the opening ceremony and how your event will implement.
 - Give guidebook as a resource and review scripts for new ceremony.
 - Logistics
 - Explain Fight Back Tent and the logistical needs that come with it (ie, actual tent, tables, chairs, etc)
 - Note: tent does not need to be extreme, a 10X10 will be sufficient.
 - Sponsorship

- Explain new Fight Back Banner Sponsor opportunity and brainstorm possibilities.
 - Review benefits (ie, one vs. two sponsors, name only, no logo, etc)
 - Ensure flyer is being inserted into Sponsorship Packages
 - Review the Fight Back Sponsor information document
- ✓ Fight Back added as agenda item for all upcoming team captain meetings.
 - Actual Fight Back planning updates, including status of ceremony, Fight Back tent, how people can sign up to Fight Back at event, etc.
 - Mission Messaging: Getting people excited about ways they can Fight Back!
 - ✓ Order Necessary Items for Event no later than 4 weeks pre-event (see what you need list).
 - ✓ Order Fight Back Banner, with Sponsor info included, no later than 3 weeks pre-event (order from Moore-Wallace via Ariba).

Appendix

1. Committee Meeting Agenda to Intro CRFB



Celebrate. Remember. Fight Back. Committee Meeting Agenda

- I. Welcome**
- II. Star of Remembrance Activity**
- III. What is Celebrate. Remember. Fight Back.?**
 - a. Play the video**
 - b. Chair to explain CRFB through the long explanation**
- IV. Celebrate & Remember**
 - a. Event chair shares sample scripts from Resource Guidebook on Opening Ceremony and Luminaria Ceremony**
 - b. Chair shares details on what is the same, and what is different. Key differences – Survivor/Caregiver ceremony, new emphasis on caregivers. Star Of Remembrance. New ceremony scripts.**
- V. Fight Back**
 - a. Event chair to share with everyone the script from the ceremony and walk through it as a group (speakers for day of event to be determined later)**
 - b. Emphasis on the fact that this is a closing ceremony now**
 - c. Pledge Cards – Share purpose and how these will offer people the opportunity to have tangible evidence of their commitment to Fight Back.**
 - d. Flags – Share meaning and purpose.**
 - e. Fight Back Sponsor – Share sponsorship sheet.**

- f. **Year Round – Team Captains meetings, follow-up to pledge cards, et.**

VI. Determine Next Steps

- a. **Team D Chairs to ensure that all Team Captains meetings have Fight Back messages**
- b. **Mission Delivery Chair to ensure Mission Moments at all gatherings**
- c. **Survivorship Chair to work with survivors to ensure inclusion of Caregivers. Consider Survivor Reunion and/or pre-event survivor activity to “Celebrate.”**
- d. **Event chair will determine who will be speaking at Fight Back Ceremony. Details at the next meeting**
- e. **Sponsorship Chair to work toward a Fight Back Sponsor. Gather feedback from group on potential sponsors.**