

(SAMPLE) AGENDA FOR PROJECT HEART START FACILITATORS

(created for a large event with multiple sessions. Please localize this to fit your event!)

0630: Welcome facilitators on *(location)*.

Register at tables according to alphabet/receive t-shirt/appreciation certificates *(CEUs will be handed out by (name) at the end of the event)*

Breakfast

Extra copies of emails will be available re:

Agenda

Schedule

Points to make to participants

0655: Facilitators head for gym, find manikin circle, blow up manikins

0700-0710: Welcome, housekeeping, restrooms, entrances/exits, off-limit areas, explain the agenda

0710-0725: Show video

0725-0740: Walk through how facilitators will lead participants through CPR skills

Questions and answers

Choking points

Questions and answers

Signs and symptoms of heart attack

Questions and answers

0750: Participants enter gym

0800-0850: Session One

0900-0950: Session Two

1000-1050: Session Three

If we have too much overflow, we will consider a fourth session from *(time)*.

Vendors and AED instruction will be held on *(location)* so participants can visit and learn either before or after the gym event.

We hope to have a debriefing after the third session if there is time.

We will also need to help clean the areas after the event.

LOCATION: *(location)* – *(directions)* (across)

PARKING: Volunteers should park in the *(location)* just west.... *(directions)* of the gym. Spaces that are not “reserved” are free from *(time)*. (any specific parking instructions go here)

The public will have free parking in special spaces in lots *(location)*. We will have volunteers assisting them into the correct spaces.

TIME OF EVENT: *(time)* for public

(time) for Heart Start volunteers

ATTENDANCE: If you have signed up to be a facilitator, please plan to be there the whole time, *(time)*. It will be difficult to make shift changes since the orientation will occur only at *(time)*. If you are not able to attend or have a special request or emergency, please CONTACT *(name)* AND WE WILL TRY TO ACCOMMODATE YOU.

Only include this if you have arranged CEUs for you facilitators!!!

4 (four) CONTINUING EDUCATION UNITS will be available for EMTs and nurses. In order to receive credit, the individuals must work the entire event and be sure to sign in and out with the event facilitator

on the forms provide. Nurses will also be required to participate in a post-event survey. It is important that we collect valid email addresses so that we can communicate with CE recipients.

UNIFORM OF THE DAY:

Comfortable clothes for wearing outside or inside on the gym floor. Volunteers will receive the Heart Start t-shirt to wear for identification. (Put over regular clothes or change in port-a-potties). **Only include this if you have arranged for your volunteers to receive a facilitator shirt!!!**

Wear comfortable shoes for walking. No open-toed shoes or flip flops.

Wear a hat of your choice in the event that you will be stationed outside for any period of time.

Sunscreen

Volunteers assisting with people traffic or parking lots will receive a safety vest to be worn for the event only.

ACTIVITIES:

You may be asked to perform a variety of functions during the event. **Please be flexible and willing to accept these tasks.**

Functions include:

Leading a CPR circle on the gym floor; assisting with parking lot flow; assisting with people flow into the building/outside the building; manning the entrances and exits; communications; hall and gym floor marshals; leading CPR instruction at the physically challenged tables in the gym, assisting with registration for participants.

If anyone has a preference in activities or has problems in certain areas, experience in communications, logistics, traffic or people control, **PLEASE LET (name) KNOW NOW SO WE CAN ASSIGN ACCORDINGLY.**

Anyone assisting with car or people traffic will be trained in usage of a radio. You will be responsible for the radio issued to you.

Again, thank you or volunteering to be a facilitator. If you have questions, comments, or concerns, please feel free to contact us.

Name and contact information here!