

# Planning a T.A.K.E. Event

## Step-by-Step, Where to Start?

Step 1 - Establish Feasibility

Step 2 - Gather Information

Step 3 - Create Plan of Action for T.A.K.E. Defense Event

Step 4 - Execute the Plan

Step 5 - T.A.K.E. Defense Event Day

Step 6 - Follow up

## Step 1 — Establish Feasibility

- Find your internal support group and form committees or work groups.
- Find external support groups such as other chapters and campus organizations.
- Determine the number of women you expect may attend so the event can be realistically supported..
- Securing the venue may seem easy but it historically is one of the biggest challenges. Plan early.
- Review all budget costs. (Many chapters and organizations set a minimum donation they would like to give to T.A.K.E. Defense. Please refer to our fundraising page for ideas.)

## Step 2 — Gather Information

- Learn more about T.A.K.E. Defense by utilizing the information on this website.
- Reach out to women's groups within your community and on your campus to see if they would be interested in getting involved.
- Utilize all the information on our university tour pages within this website to learn more about what other chapters and organizations have done to be successful.

## Step 3 — Create a Plan of Action

- Create a task list / timeline.
- Secure a venue.
- Market the event.
- Meet and discuss each component of the event with committee or work group.
- Define all actions necessary, who will complete them and completion target dates.
- Create a list of resources.
- Create a contact list.
- Post event information such as photos, fundraising, and event details will be requested from T.A.K.E. Defense to highlight you on our university tour pages.

## Step 4 — Execute the Plan

- Review progress against timeline.
- Share information and ideas with work group.
- Coordinate tasks.
- Troubleshoot.
- Follow up, follow up, follow up.

## **Step 5 — Event Day**

- Be early for everything.
- Be in contact with T.A.K.E. Defense trainers as they are in a new environment and will rely on you for directions and guidance.
- Be sure to thank everyone involved in the event.
- Troubleshoot any questions or problems.
- Plan to participate in the self defense yourself.
- Allow time for setup and cleanup.

## **Step 6 — Follow up**

- Meet with committee or work group to discuss successes and difficulties. Create a list of potential improvements for your next T.A.K.E. Defense class.
- Donation check should be sent as soon as possible to: The Ali Kemp Educational Foundation 6518 Vista Dr., Shawnee, KS 66218.
- Return all rented or borrowed materials.
- Information for university tour page coordinated with T.A.K.E. Defense office.