



**Special
Olympics**
New Mexico



Agency Activity: _____

Agency: _____

Date of Event: _____

Agency Events Materials / Promotional Support

When an Agency Coordinator submits an activity (i.e. special event, challenge event, meeting, etc) via the *LETR Online Agency Event Form*, our LETR Agency Manager and/or Operations Director provides activity materials and promotional support (as applicable) from the list below:

Activity Support Checklist

PRE-EVENT SUPPORT

- Certificate of Insurance** (via online Certificate of Insurance form)
- Event Fliers / Poster** (via LETR Event Poster template)
- LETR Merchandise, Brochures, and/or Posters** (via Merchandise Order form)
- LETR/NM True/SONM Banners** (via LETR/NM True and/or SONM Banner Rolls)
- Website Listing** (via Online Event Form)
- Social Media Posting** (via SONM Communications Manager)
- Media Alert** (via SONM Communications Manager)
- Activity Email Announcement** (via LETR Agency Memo)
- Contact Regional Coordinator to schedule athletes**

DAY-OF EVENT SUPPORT (if needed)

- SONM athletes** (via SONM Local Program Coordinators)

POST-EVENT SUPPORT

- Revenue Submittal** (via Agency Funds Collection Form)
- News & Photo Sharing** (via LETR Facebook Page)
- Adopt-A-Cop Thank You Letter** (via if applicable)
- Next Agency Activity Planning** (if applicable)

Activity Materials Pick Up / Delivery

For materials that cannot be emailed, Agency Coordinators in the ABQ area coordinates with the LETR Agency Manager either a "pick up" or "delivery" of the materials. Outside of ABQ, the state office uses the CARQUEST distribution center to deliver materials such as LETR merchandise, banners, and LETR brochures/agency posters for next arrival to local CARQUEST stores throughout the state. Agency Coordinators are informed when shipments are sent and when to pick up LETR materials at their nearest CARQUEST store.