



FREE CPR WEEK TRAINING **EVENT OVERVIEW**

OVERVIEW

Sudden Cardiac Arrest (SCA) is a leading cause of death in the US and in Minnesota alone has claimed the lives of over 2,000 of our friends and neighbors. But there is hope and it is our own two hands. A SCA victim needs the people around them to immediately call 911, start continuous chest compressions (CPR) and use an AED as soon as possible. It is therefore vital that all Minnesotans are educated in the signs of SCA, how to perform hands-only CPR and the importance of an AED.

In honor of National CPR and AED Awareness Week (June 1-7), **[Name of your organization]** will be hosting a free Hands-Only Adult **[and Infant, if applicable]** CPR training to educate **[target audience]** to save lives and make our community a better place **[include additional goals as applicable]**.

EVENT DETAILS

Date: **[Day of week, month, day, year]**

Time: **[Start – End Time]**

Location: **[Name and address as relevant]**

Contact: **[Contact for main organizer in case of questions, phone number or email]**

Guests: **[Target Number]** people

Format: **[Include format of event from welcome to goodbye, including speakers, CPR skills, etc]**

Promotion: **[Line list]**

Promotional

Ideas:

SPONSORSHIP OPPORTUNITIES **[if applicable]**

We're looking for a local company to provide [specific request] or [Value of request] to cover cost of [specific request]. [Note regarding if you are able to provide documentation for tax purposes or not]. As a thank you we will offer:

- [What you can offer a sponsor]
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Please reach out with any questions or additional ideas than can be win-win!

BEFORE YOU SEND:

- Fill out all sections in yellow and/or delete unnecessary sections (Including this one!). See our CPR Week Training Planning Guide for an example of this document on page 11
- Review for correct grammar
- Update gray text to black
- Add any additional sections as relevant for your organization or event. It's great to have all info in one place.
- Save file as new name such as 'CPR Week Event Overview'