



NATIONAL PRESCRIPTION  
DRUG TAKE BACK DAY

# COLLECTION SITE EVENT PLANNING TOOLKIT & PROMOTIONAL GUIDE

The 23rd National Take Back Day is

**OCTOBER 29, 2022 | 10 AM TO 2 PM**

The Office of Drug Policy is providing this toolkit to help local partners plan Take Back events in their communities.



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# THE PROBLEM WITH UNUSED MEDICATION

In 2020, an estimated **55,000 Idahoans ages 12 and up misused prescription pain relievers**, and an estimated **16.1 million Americans misused psychotherapeutic drugs** (including prescription stimulants, tranquilizers, sedatives, and pain relievers) nationally.<sup>1</sup>

In 2019, over **14% of Idaho 9th-12th graders** reported that they had taken a prescription pain medication without a doctor's prescription, or differently than how a doctor told them to use it, one or more times in their life.<sup>2</sup>

While a majority of youth did not report misusing prescription drugs, of those that did:<sup>3</sup>

- Nearly **73%** misused pain relievers, 31% misused depressants, and 31% misused stimulants.\*
- Over **40%** took or received them from a family member or friend.
- Nearly **74%** misused the medication in their own home.

\*Because IHYS participants were encouraged to select all that applied, percentages do not add up to 100.

## ORGANIZE OR SUPPORT A TAKE BACK DAY EVENT IN YOUR COMMUNITY!

The next National Prescription Drug Take Back Day is **Saturday, October 29th, 2022 from 10am-2pm.**

The Office of Drug Policy is encouraging local organizations across the state to coordinate and/or promote Take Back Day events in their communities to help Idahoans properly dispose of expired or unused prescription medications and prevent prescription drug misuse in our state.

This **Take Back Day Event Toolkit** will walk you through all of the steps to organize a collection site event in your community and provide you with the materials you'll need to make your event a success!



### **WHY ORGANIZE OR SUPPORT A TAKE BACK DAY EVENT?**

**PROVIDE AN OPPORTUNITY** for your community to conveniently and securely dispose of unused prescription medications.

**RAISE AWARENESS** about the prescription drug misuse in Idaho, the importance of properly disposing of leftover medications, and local year-round collection sites.

**IMPROVE YOUR COMMUNITY, COLLABORATIVELY.** Take Back events provide a great opportunity for community coalitions, organizations, schools, & prevention providers to join together to make a difference in their local community.

1. Key Substance Use and Mental Health Indicators: Results from the 2020 National Survey on Drug Use and Health. SAMHSA.  
2. Idaho Youth Risk Behavior Survey, 2019 State Report. Idaho State Dept. of Education, Centers for Disease Control and Prevention.  
3. Idaho Healthy Youth Survey, 2021 State Report. Idaho Office of Drug Policy.



## WHAT ODP IS PROVIDING:

This step-by-step **Take Back Day Collection Site Event Planning Toolkit and Promotional Guide** has been created to:

- Assist you and your community partners in organizing and running a successful Take Back Day collection site event;
- Provide recommendations that can be adapted and customized to fit your local community and law enforcement agency partners;
- Equip you with additional information and guidance from the DEA ([www.dea.gov/takebackday](http://www.dea.gov/takebackday))
- Provide promotional tools in English and Spanish including:
  - Poster
  - Flyer
  - Print Ad
  - Radio Spot
  - Press Release
  - Talking Points
  - News Article
  - Social Media Content, Promotion Plan, and How-To Guide
  - Event Signage

## OUR 2022 GOALS

Between 2016-2020, the total weight of drugs collected at National Prescription Drug Take Back Day Collection Site events across Idaho **increased by 49%**. Nationwide, the average weight of drugs collected decreased by 2% during that same period.

In October 2021, a total of 30 Take Back Day collection site events were organized statewide, in participation with 28 law enforcement agencies, and collected a total of 4,668 lbs. of medication.

For the 23rd National Take Back Day on October 29, 2022, our goals are to:

- **Organize at least 33 Take Back Day collection site events across Idaho - a 10% increase from October 2021.**
- **Increase the total weight of drugs collected by 5% from October 2021 - with the goal of collecting 4,900 lbs. of drugs statewide.**



**INCREASING TURNOUT, TOGETHER**



## STEP 1: CONTACT LOCAL LAW ENFORCEMENT

### ! Required Partner: Local Law Enforcement

**Law enforcement (LE) must be present to take custody of controlled medications.** The DEA requires that at least one LE officer be at any Take Back Day event. Call or send a written request to your local law enforcement seeking their participation.

- A full list of Idaho Police and Sheriff Departments can be found at [www.isp.idaho.gov/police-links/](http://www.isp.idaho.gov/police-links/)

**Your local LE may already be planning a Take Back Day Collection Site Event and might not have capacity to provide officers to assist with a separate event. If so, ask if you can partner with the LE agency to promote & support their event by spreading awareness and contribute volunteers AND you can share that:**

**LE Overtime Funding Available:** if needed, ODP can provide funding for up to 6 hours of overtime per officer per Take Back Day Collection Site event to allow for more events to take place in communities across Idaho.

### **IMPORTANT!**

YOU CANNOT HOST AN EVENT WITHOUT A LE PARTNER PRESENT. NO OTHER PLANNING STEPS SHOULD BE TAKEN UNTIL LE PARTICIPATION AND PARTNERSHIP HAS BEEN CONFIRMED.

**Recommended Partners:** Once you've secured a partnership with local LE, consider partnering with local organizations for support, sponsorship, and volunteers. Potential partners include, but are not limited to: City and Community Leadership, Hospitals, Pharmacies, Local Health Clinics, Substance Abuse Treatment Centers, Senior Citizen Centers, Drug-Free Community Coalitions, Schools, Faith-Based Organizations, Libraries.



## STEP 2: SECURE A LOCATION

To allow for COVID-19 safety precautions, your event should be set up for low-contact collection, enabling participants to drive-up and drop off items without getting out of their car. As an event organizer, you are responsible for obtaining the correct permissions for your venue location and coordinating safety precautions. According to DEA protocols, collection sites are NOT allowed to be held INSIDE pharmacies/drug stores. They can be right outside the doors or in the parking lot, but not in the building.

### Location Tips:

- Choose a neutral, well-known, easily accessible location with free parking (consider weather for outdoor sites).
- Think long-term - using the same location for each subsequent event will increase participation over time.
- To help with event awareness, secure a site in an area that has a lot of foot or car traffic (e.g., parking lots of churches, malls, pharmacies, schools, community parks, etc.)





## PLANNING STEPS

### STEP 3: REGISTER YOUR EVENT

**Community Organizations:** Once you have confirmed your LE partners and secured your location, register the event with the DEA by:

1. Filling out the DEA Event Registration Form on page 9 (can also be found at [www.odp.idaho.gov/take-back-day](http://www.odp.idaho.gov/take-back-day)).

**Registration Form FAQs:**

- You **DO** need to request boxes
  - You **DO NOT** need to request DEA posters unless desired. Posters can be viewed at [www.dea.gov/content/partnership-toolbox](http://www.dea.gov/content/partnership-toolbox)
  - Method of Disposal: FedEx Shipping Labels are **REQUIRED**
2. Submit registration form via email to: **DI Jeff Roberts**
    - **DEA.ID.NTBI@USDOJ.GOV**
    - **986-200-1470**

**Local Law Enforcement:** If a LE agency is organizing an event, they register with the DEA at: [www.deadiversion.usdoj.gov/drug\\_disposal/index.html](http://www.deadiversion.usdoj.gov/drug_disposal/index.html)

### STEP 4: PLAN YOUR EVENT

Preparation should ideally begin 30 days before the event.

**Collection Process and Eligible Items**

- Review the DEA Take Back Initiative Protocols on page 10.
- Make a plan that allows participants to drive-up & drop off items with limited contact and without needing to get out of their car.
- Work with your local LE partner to determine what items will be accepted for collection. Eligible items include:
  - Over-the-Counter Medications, Veterinary Medications, Vitamins, and Supplements
  - Vape Pens, Cartridges, and E-Cigarette Devices (without batteries). See DEA Vape Collection Guidance on page 11.
  - Sharps and needles cannot be accepted

**Materials** - Identify, order, and begin gathering collection site materials:

- The DEA will provide necessary supplies (Take Back Day boxes and liners) for registered events at no cost.
- Collection site supplies - e.g. tables, chairs, etc. (see pg. 5).
- Educational handout resources and materials (see pg. 5).

**Volunteers** - Identify potential volunteer roles and begin outreach and recruitment. Depending on the size of your community and location, between 5 to 10 volunteers are recommended to help the event run smoothly. Potential volunteer roles include:

- Promotion - Distribute fliers and help advertise in advance.
- Event Day - Set up & tear down, direct traffic, greet participants, hand out informational materials, answer questions, etc.

## STEP 4 CONTINUED: SITE SET-UP SUPPLIES AND EDUCATIONAL HANDOUT MATERIALS

When planning your event, consider the materials and supplies you may need.

### Potential Site Materials and Supplies

- Tables and chairs
- Tents and canopies
- Traffic cones
- Caution tape (to define restricted areas)
- Signage to direct participants

### Potential Educational Handout Materials and Resources

It may be beneficial to provide educational handouts to Take Back Day participants to inform them about permanent Take Back locations and drop boxes in your area.

- **Educational Opioid Handouts and Permanent Take Back Location Rack Cards.** You can order free ODP opioid misuse prevention materials in English & Spanish at <https://radarcart.boisestate.edu/library/product-category/drug-education-2/opioids/speak-out-opt-out-throw-out-campaign/>

Examples of handout materials to order include:

- Public health district-specific permanent take back location rack cards
- Brief opioid knowledge test rack cards
- Prescription opioid brochure
- Opioid handout card



- **Drug Deactivation and Disposal Systems.** In addition to information about permanent Take Back locations, it may be beneficial to handout at-home drug deactivation systems to provide participants with a convenient, at-home disposal option - especially in rural areas with limited access to permanent drop boxes.
  - Potential options include [Deterra](#) and [TakeAway](#).
  - More information on product wholesale costs and order placement instructions can be found at [www.odp.idaho.gov/take-back-day](http://www.odp.idaho.gov/take-back-day)



### Additionally, you may need these supplies for medication collection:

- Packing tape to secure boxes
- Scissors
- Permanent markers to blackout information on prescription bottles (not required but you may encounter this request)
- Pencils and pens, clipboards, notepads or paper
- Hand sanitizer, protective gloves and masks



Communities should follow the suggested guidance of their health districts regarding COVID-19 safety precautions.

## PLANNING STEPS

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### STEP 5: PROMOTE YOUR EVENT

Begin promoting your event as soon as your event registration is confirmed, you've worked with your LE partner to identify which items will be collected, and you've outlined a drive-through/drop-off plan.

Take full advantage of the print, press, and social media templates provided in the **Promotional Materials** section of the Toolkit (pg. 12).

- Customize the flyers, posters, press release, and print ad to your local event - don't forget to add your logo!
- Review the Social Media Plan & How-To Guide (pg. 17) for tips and content. Create a Facebook event, select pre-written posts, customize the content, and preschedule posts in your social media accounts.

When promoting your event we encourage organizers to do intentional outreach to the priority populations listed below. These populations are highlighted because they have higher rates of opioid prescriptions, are disproportionately impacted by opioid misuse, or experience barriers in receiving communication and/or connecting with informational and support resources.

- Idahoans aged 55-75 years old
- Rural Idahoans
- Native American communities
- Hispanic/Latino communities

### STEP 6: ACTIVATE YOUR EVENT FOR A SUCCESSFUL TAKE BACK DAY

# 6

#### Volunteer Training and Assignments

We recommend organizing a virtual meeting, conference call, or email with all event volunteers the week prior to April 24 outlining the following:

- Review event schedule and collection plan, safety precautions (masks, gloves, etc.), proper attire (comfortable shoes, weather-appropriate clothing, etc.), recommend bringing water and snacks.
- Confirm volunteer roles and assignments.

#### Site Set-Up, Participant Engagement, and Handout Distribution

- Ensure Take Back Boxes and Liners provided by the DEA are assembled.
- Consider the optimal traffic flow for drive-through drop-offs.
- Ensure proper signage and table configuration for seamless drop-off.
- Have educational handouts and resources ready for distribution.
- Take pictures of the collection site and volunteers (not participants).
- Answer questions and distribute materials to people attending the event.
- Record the number of vehicles that drive-through for disposal.

**Your Law Enforcement partner is responsible for all of the collected materials at the end of the event.**





### STEP 7: WRAP UP YOUR EVENT

Legally, law enforcement are the only people who can be in possession of the collected medications as they contain controlled substances - so your law Enforcement partner is responsible for securely and properly removing and disposing of the collected materials after the event.

- **Thank your volunteers and partners!**
  - Send cards to event partners & volunteers thanking them for their involvement. Downloadable thank you card templates available (pg. 21).
- **Share the impact!**
  - Inform event partners and the community about the success of the event. (Like pounds collected, # of cars that dropped off meds, # of collection boxes filled, etc.)
  - Develop a press release for local media sharing your outcomes.
  - Post on your Facebook event homepage and social media accounts. See the Social Media Plan & Suggested Timeline on pg. 17.

### STEP 8: COMPLETE THE EVALUATION SURVEY

The Survey can be found at [www.odp.idaho.gov/take-back-day](http://www.odp.idaho.gov/take-back-day)

The survey is an opportunity to provide ODP feedback on your event and help us learn how to improve our Take Back Day planning and promotional resources. Questions will include:

- How many vehicles drove through your event?
- How many pounds of materials were collected at your event?
- How do you feel your event went?
- What you would change for your next event?
- What resources would've been helpful that you didn't receive?



#### QUESTIONS?

For Take Back Day event planning support and questions, contact [Jessie.Dexter@odp.idaho.gov](mailto:Jessie.Dexter@odp.idaho.gov)

# TAKE BACK DAY EVENT PLANNING CHECKLIST



## STAY ON TRACK

### STEP 1

\_\_ Establish Law Enforcement partnership (see pg. 3)

### PLAN

\_\_ Identify potential community partners & event volunteers (see pg. 3)

\_\_ Secure event location and consider collection process (see pg. 3)

\_\_ Register your event - fill out registration form & submit to DEA (see pg. 4)

\_\_ Work with LE partner to determine eligible collection items (see pg. 4)

\_\_ Identify & gather needed supplies for site set-up and collection (see pg. 5)

\_\_ Identify & order informational handout materials (see pg. 5)

### PROMOTE

\_\_ Localize print and press templates for promotion (see pgs. 13-16)

\_\_ Print Posters/Flyers for Distribution (see pgs. 13-15)

\_\_ Create Facebook Event (see pg. 17)

\_\_ Identify, localize, schedule social media posts (see pgs. 17-20)

\_\_ Distribute flyers and posters in the community

\_\_ Distribute press release, article, & other media (see pg. 16)

### PREPARE

\_\_ Secure all needed supplies and handout materials for Take Back Day event

\_\_ Connect and confirm with Law Enforcement partner

\_\_ Organize pre-event volunteer meeting to review roles & responsibilities (see pg. 4)

\_\_ Assemble collection boxes and liners from the DEA

### EVENT DAY

\_\_ Event Set-Up (Signs, Cones, Tables, Tents, etc.)

\_\_ Handout informational materials and resources

\_\_ Count vehicles and boxes of collected medication

\_\_ Law Enforcement officer is responsible for all collected materials at end of event

\_\_ Event site tear down and clean up

### WRAP-UP

\_\_ Thank volunteers and partners, send thank you cards (see pg. 22)

\_\_ Thank community members via social media (see pg. 17)

\_\_ Complete evaluation survey (see pg. 7)



# National Drug Take Back Initiative 23

## October 29, 2022



### PARTICIPANT INFORMATION

LAW ENFORCEMENT AGENCY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

POINT OF CONTACT: \_\_\_\_\_

PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

COLLECTION SITE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

#### SUPPLY REQUEST

Do you need boxes? YES      NO

Number of Boxes

Do you need posters? YES      NO

Method of Disposal: FedEx Shipping Labels      Portland Warehouse      None

Does your agency have a permanent pharmaceutical collection box? YES      NO

#### Comments:

(Supply requests, date changes, special circumstances, different shipping address for supplies, additional POC information, etc.)

#### \*DEA CONTACT INFORMATION\*

**POINT OF CONTACT:** Jeff Roberts    **PHONE:** (986) 200-1470    **EMAIL:** DEA.ID.NTBI@DEA.GOV

## NTBI COLLECTION SITE PROTOCOLS

- **This program is anonymous and all efforts should be made to protect the anonymity of individuals disposing of medications. No questions or requests for identification should be made.**
- **All participants must retain possession of their own medication during the surrender process. Law enforcement personnel should not handle the medications at any time.**
- **No effort should be made by law enforcement personnel to count, inventory, or log medications.**
- Participants may dispose of medication in its original container or by removing the medication from its container and disposing of it directly into the disposal box. If an original container is submitted, the individual should be encouraged to remove any identifying information from the prescription label.
- All solid dosage pharmaceutical product and liquids in consumer containers may be accepted. Liquid products, such as cough syrup, should remain sealed in their original container. The depositor should ensure that the cap is tightly sealed to prevent leakage.
- Intra-venous solutions, injectables, and syringes will not be accepted due to potential hazard posed by blood-borne pathogens.
- Illicit substances such as marijuana or methamphetamine are not a part of this initiative and should not be placed in collection containers. If an individual attempts to surrender an illicit controlled substance, law enforcement personnel should handle such material as abandoned property in accordance with department policy.
- A law enforcement officer must remain with the drug disposal box at all times. Collected pharmaceutical products should be handled as drug evidence with law enforcement custody to safe-guard the surrendered material.

# E-Cigarette & Vaping devices Disposal



## DEA National Take Back Day Vape Collection Guidance:

- DEA will collect vape pens or other e-cigarette devices from individual consumers **only** after the batteries are removed from the devices. It is important to stress that the DEA is not responsible for removing the batteries from the devices.
- If the battery cannot be removed, individual consumers can check with large electronic chain stores who may accept the vape pen or e-cigarette devices for proper disposal.
- Individual consumers may also contact their local Hazardous Materials Management Facility to determine if they accept these devices, and for additional guidance regarding proper disposal.





# PROMOTIONAL MATERIALS

## A HOW TO GUIDE TO RAISE AWARENESS ABOUT YOUR EVENT!

The templates in this document are **EXAMPLES** only.  
Please download and customise your files at this [LINK](#).

Poster  
Flyer  
Print Ad  
Press Release  
Talking Points  
News Article  
Social Media Plan & Posts  
Event Signage

# POSTER

Instructions to customize print materials:

1. Download the poster pdf
2. Add your event location
3. Replace black box with your organization's logo
  1. Right click on black box
  2. Click edit image
  3. Upload your logo and adjust size



## EMPTY OUT YOUR MEDICINE CABINET

Help prevent the misuse of prescription medications in Idaho. National Prescription Drug Take Back Day is an easy & safe way to dispose of unused and expired medications.



**SATURDAY,  
OCTOBER 29  
10AM - 2PM**

**LOCATION**

**FREE & EASY  
DRIVE-THRU DROP OFF!**



Logo



# FLYER

Instructions to customize print materials:

1. Download the flyer pdf
2. Add your event location
3. Replace black box with your organization's logo
  1. Right click on black box
  2. Click edit image
  3. Upload your logo and adjust size



## EMPTY OUT YOUR MEDICINE CABINET

Make your home and your community safer by disposing of unused and expired prescription drugs on National Prescription Drug Take Back Day with a free and easy drive-thru and drop off.

**SATURDAY,  
OCTOBER 29TH  
10 AM - 2 PM**

**LOCATION**

**Protect the ones you love.**  
DRUG MISUSE IN IDAHO

**14%**

of Idaho's youth reported misusing a prescription pain reliever.<sup>1</sup>



**41%**

of those reported getting the meds from a friend or family member.<sup>2</sup>

**&**

**60%**

reported using them in their own home.<sup>2</sup>



Logo




1. High School Healthy Youth Behavior Survey, Idaho 2019 Results, Centers for Disease Control and Prevention.  
2. Idaho Healthy Youth Survey 2019 State Report, Idaho Office of Drug Policy.

# PRINT AD

Instructions to customize print materials:

1. Download the print ad pdf
2. Add your event location
3. Replace black box with your organization's logo
  1. Right click on black box
  2. Click edit image
  3. Upload your logo and adjust size



**EMPTY OUT YOUR MEDICINE CABINET**

Drop off your unused or expired prescriptions on National Prescription Drug Take Back Day and help keep your household and community safe.

**SATURDAY, OCTOBER 29TH, 2022**  
**10 AM TO 2 PM**

**LOCATION**




» Free & Easy with Drive-Thru Drop Off!

**In 2019**

<b>14%</b> of Idaho's youth reported misusing a prescription pain reliever. <sup>1</sup>	→ of those	<b>41%</b> reported getting the meds from a friend or family member. <sup>2</sup>	<b>&amp;</b>	<b>60%</b> reported using them in their own home. <sup>2</sup>
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<sup>1</sup> High School Healthy Youth Behavior Survey, Idaho 2019 Results, Centers for Disease Control and Prevention.  
<sup>2</sup> Idaho Healthy Youth Survey 2019 State Report, Idaho Office of Drug Policy.

**Drive-thru. Drop off. Make a difference.**

All materials can be downloaded here.

## PRESS RELEASE

This prewritten press release article can be submitted to newspapers, magazines, or digital content publishers. Follow the steps below when submitting a press release:

1. **Localize and customize** your press release by replacing all the **orange placeholder content**
2. **Attach photos and logos** that are pertinent to the release. Stock photos and logos can be found in the Toolkit folder in “Images and Logos”
3. **Identify contacts** and email addresses to send the release to
4. Copy the content of the release into the body of the email and attach a pdf version
5. Use the headline of the release as the subject line of the email
6. **Send the release** and follow-up with a call to ensure receipt and ask other information is needed

## TALKING POINTS

The talking points could be useful if you are interviewed by news media or if your volunteers want background information if they are asked specific questions. This document **shouldn't be given out, but instead, used as a resource** in answering questions.

## NEWS ARTICLE

This pre-written news article can be submitted to newspapers, magazines, or digital content publishers. Follow these steps when submitting an article:

1. **Localize and customize** your article by replacing all the **orange placeholder content**
2. **Find contact information** for editors and journalists
3. **Call the editors and journalists** to let them know that you have an article to submit that you think they would be interested in publishing as it pertains to prevention of misuse of prescription drugs
4. **Send them the article** with photos attached that can make publishing easy and streamlined. Stock photos can be found in the Toolkit folder labeled “Images and Logos”



All materials can be downloaded here.

## SOCIAL MEDIA PLAN

Many successful events rely heavily on a robust social media plan to promote and activate events. The toolkit has a variety of art, images, and copy that can be utilized to promote your Take Back event. Key social tools should include Facebook and Instagram. Some key suggestions and instructions for social media promotional planning and implementation are laid out in the **social media how to guide**. Open the guide and follow the steps.

The pre-written posts are available for you to use and are designated with **orange customizable text**. Images are also provided to accompany posts. Posts with images get more views and will help your event be more successful.

### Example:

“Properly disposing of unused or expired medications prevents them from being found and misused by those you love. Drop off your old prescriptions this National Prescription Drug Take Back Day on **Saturday, October 29th** from 10am-2pm at **LOCATION**. A safe and easy way to protect your family and community.”



### Example:

“Expired or unused prescriptions are not one of them. Holding onto leftover medication increases the likelihood that it could be misused by someone you love. Get rid of the risk by disposing of unused or expired medications this National Prescription Drug Take Back Day on **Saturday, October 29th** from 10am – 2pm at **LOCATION**.”



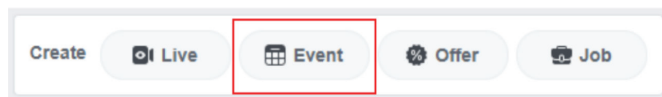
# SOCIAL MEDIA HOW TO GUIDE

## HOW TO BUILD AN EFFECTIVE SOCIAL MEDIA PROMOTION

Many successful events rely heavily on a robust social media plan to raise awareness and increase engagement. The toolkit has a variety of art, images, and content that can be utilized to boost your Take Back Day event. Successful social media promotion should include Facebook and Instagram, the two most heavily used platforms. The suggestions below will help make you effectively use social media to generate enthusiasm for your event:

### 1. BUILD A FACEBOOK EVENT CARD

- a. These “cards” are often shared on Facebook to promote events and allow people to select if they are interested or would like to attend. When they click on the options, Facebook will send them a notification close to the event as a reminder of being interested or planning to attend the event.
- b. From your page’s news feed, select “Event”



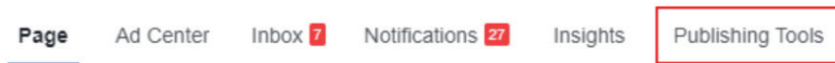
- a. Fill in the event name, location, date, time, and description. If there are any sponsors/partners that you would like to include, add them under “Co-hosts” or tag them in the description by typing “@” followed by their page name.
- b. Select “Change Photo/Video” and upload the provided header named [Facebook Event Card Header] from the Toolkits Social Graphics.
- c. Select “Publish”
- d. If budget is available, boosting events is a great way to raise awareness. Select “Promote” under the “Events” tab, choose the “Reach More People” option. Boost the event for the desired budget and time-frame. We would recommend \$100 - \$400 during April 15-30th (cut-off at 11:00 am). Costs may vary by location.

### 2. UPDATE YOUR ORGANIZATION’S FACEBOOK PAGE HEADER

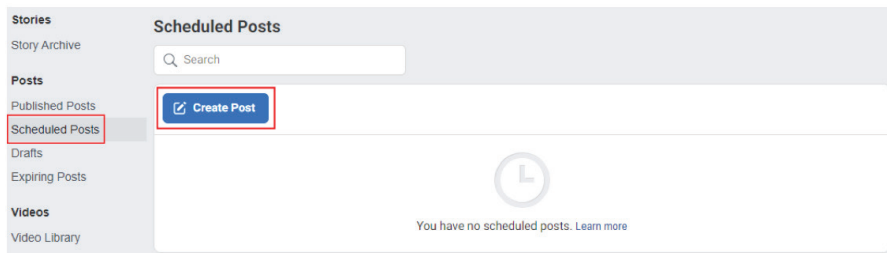
- a. Updating your organization page header will notify people that the organization has made a change. This is a good strategy to create awareness two – three weeks prior to the event.
- b. From the page’s newsfeed, hover over the camera in the top left corner of the header image, select “Upload Photo/Video” and choose the provided header image named [Facebook Page Header].

### 3. POST CONTENT OFTEN

- a. Making regular content posts will help raise awareness and allow people to share the information about the National Prescription Drug Take Back Day with their friends and family. Ensure you are making content posts on Facebook Posts, Instagram Posts, and Instagram Stories multiple times in the 3 weeks leading into your event.
- b. Use the provided social media posts with suggested graphics to generate awareness and stay at the top of people's minds. Copy/paste the text, customize the location and times, and select "Publish"
- c. These can be scheduled through Facebook's publishing tools. Select "Publishing Tools" from the top of the page's newsfeed.



- d. Select "Scheduled Posts" and then "Create Post"



- e. Upload the photos and copy/paste the provided copy
- f. Select "Schedule Post" and choose the desired date/time
- g. We recommend 2-3 posts per week during April to stay top-of-mind and provide information for those interested.

### 4. BE ACTIVE ON THE DAY OF THE EVENT

- a. Post on social media once pre-event (in the morning on October 29th), again mid-event (between 10am-12pm on October 29th), and one last time post-event the next day (October 30th).
  - i. Pre-event (early morning time): Hype the event, provide details, instructions, location, general information
  - ii. Mid-event (10am-12pm): Share a clip of community partners or Law Enforcement at the event. Let fans know how much time they have left for drop-off during this LIVE or LOOK LIVE video post. Include volunteers and images/footage of sight setup or signage. Make sure you do not show people dropping off medication - Take Back Day is intended to provide participants with an anonymous way to properly dispose of prescriptions and other items.
  - iii. Post-event (Following Day, April 30th): Thank partners, sponsors, and community members who made the event a success.

## SUGGESTED TIMELINE

- » **October 10:**  
Create Facebook Event
- » **October 10:**  
Take Back post #1
- » **October 13:**  
Take Back post #2
- » **October 16:**  
Take Back post #3
- » **October 20:**  
Change Facebook Event Cover Graphic
- » **October 23:**  
Take Back post #4
- » **October 25:**  
Take Back post #5
- » **October 27:**  
Take Back post #6
- » **October 28:**  
Take Back post #7
- » **October 29 - Early Morning:**  
Take Back post #8
- » **October 29 - 10:15 am:**  
Take Back post #9 - LIVE OR LOOK LIVE
- » **October 30:**  
Take Back post #10

## EVENT SIGNAGE

Instructions to customize print materials:

1. Download the event banner and/or yard sign pdf(s)
2. Replace black box with your organization's logo
  1. Right click on black box
  2. Click edit image
  3. Upload your logo and adjust size

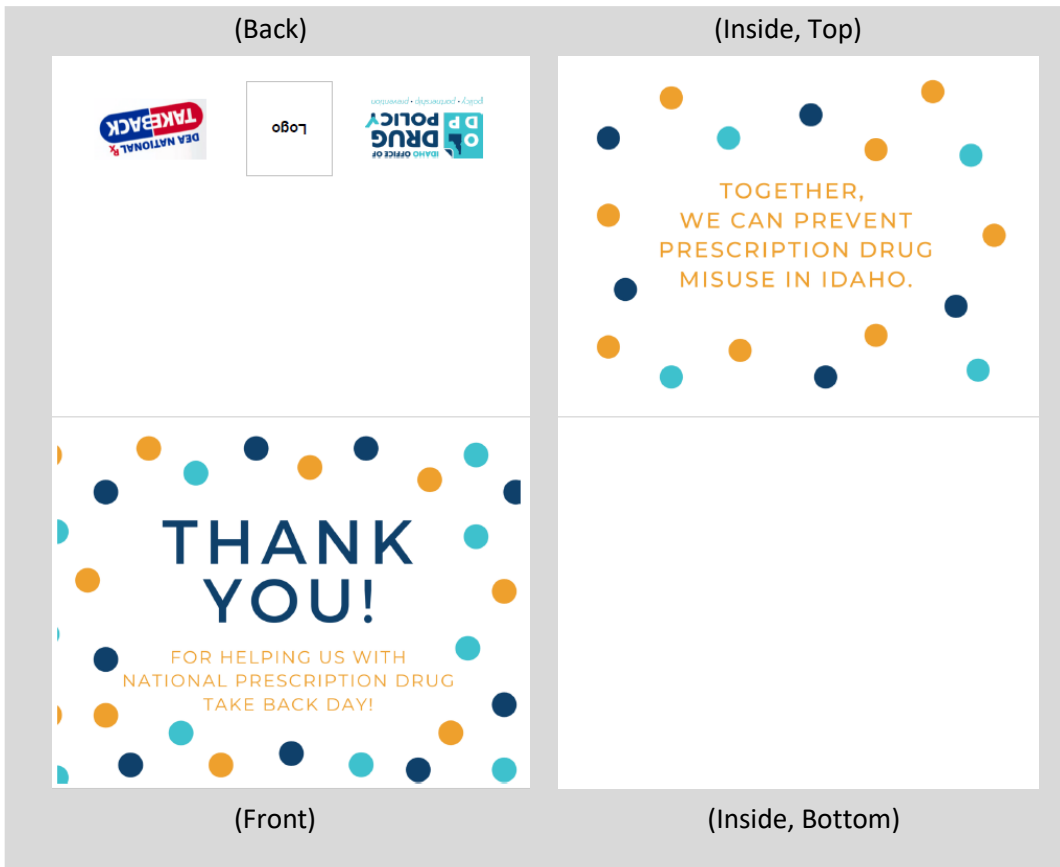




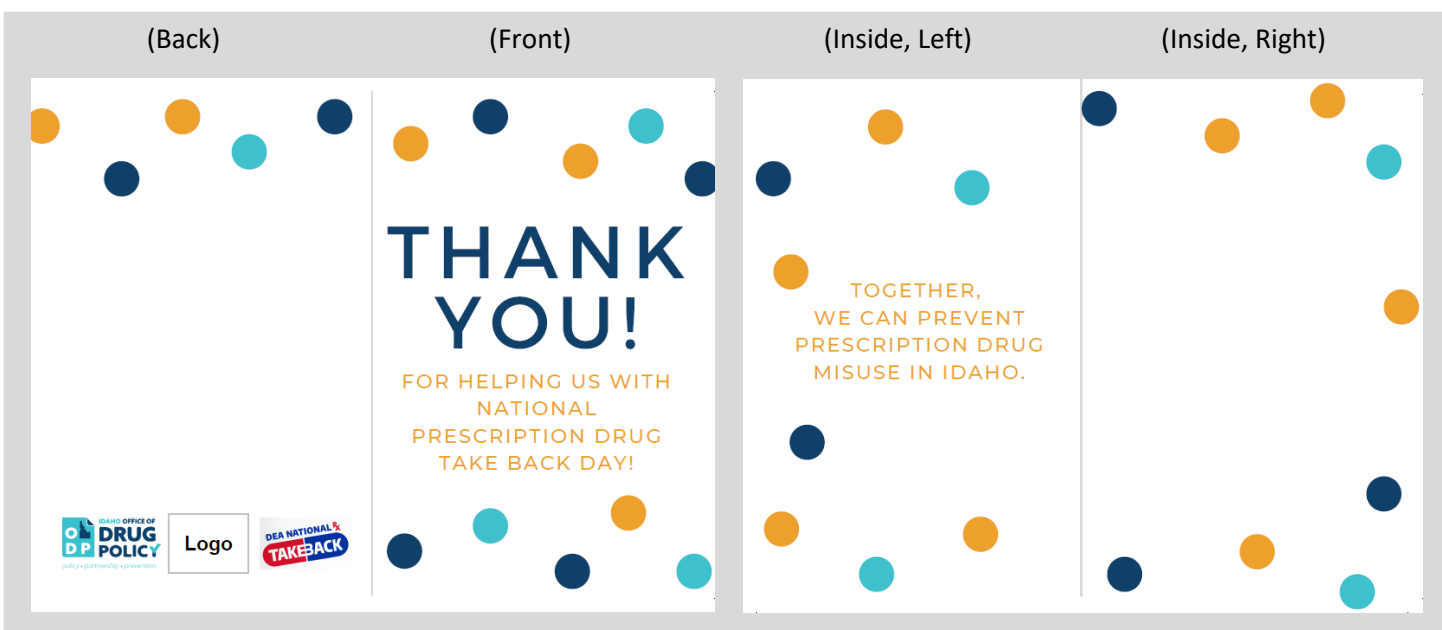
# THANK YOU CARD TEMPLATES

Cards templates can be downloaded [HERE](#).

## Thank You Card Template – Wide, Folded



## Thank You Card Template – Tall, Folded





# **THANK YOU FOR ORGANIZING A TAKE BACK DAY EVENT!**

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**ODP IS EXTREMELY GRATEFUL FOR ALL  
OF OUR STATE & LOCAL PARTNERS**

Together, we can prevent prescription drug misuse in Idaho

Get in touch with us today!

(208) 854-3040

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<https://odp.idaho.gov/>

@IdahoDrugPolicy

