

Ferris State University

University Advancement & Marketing

Major Gift Officer - Travel Tips

1. Start with your big fish
2. Start early, even if it is just with your anchor appointment
3. Try not to eat alone
4. Encourage donors to pick the place
5. Ask donors for directions
6. Give advanced notice for travel
7. Plan trips according to months of the year
8. Send follow up meeting reminders
9. Be clear about your reason for meeting
10. Know your region
11. Know your colleagues' regions
12. Know how *l o n g* you like to travel
13. Pick your hotel
14. Book your ticket two weeks out
15. Big fish + little fish = 10
16. 1 trip = 1 month's contacts
17. Travel light
18. Bring extra phone numbers
19. Use your blackberry for follow-up or don't have it
20. Contact reports never get any easier

Must Haves...

1. A spare car key
2. Travel umbrella
3. Atlas
4. Finger nail clippers
5. Mini sewing kit
6. Breath mints
7. Business cards