



Event Checklist

- Identify your Walk Coordinator.

- Register as a Walk at www.fopwalk.org to set up iDonate account for online registration and donations.

- Ask those willing to assist in leadership capacities to assist as the Walk committee (not every event has a committee, but it does ease the load of the Walk Coordinator).

- Decide if you want to do the Walk on a small scale, or make it a large event with entertainment, walking city streets/park, etc.

- Select a location for the event.
 - If first year, and a smaller event, church grounds or a local high school track will require permission, but is typically easy to obtain, and rarely requires permits.
 - If hosting event on a larger scale that requires streets to be shut down, police escort, etc., then obtain necessary permits.

- Check for liability insurance, and make sure you meet necessary minimum requirements.

- Recruit event day volunteers.

- Identify event needs (such as table/booths, food, water, walk routes, signage, etc.)



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- Enlist local business involvement for in-kind donations (water, snacks, etc.)

- Recruit corporate sponsors for the event — it's a great way to bring in additional funds.

- Promote participation with marketing materials and registration forms, at city events, after church, parish events, nearby churches, schools, youth groups, outside clubs, and community organizations.

- Order t-shirts.

- Send a press release for media coverage of your event.

- Continue promoting walker registrations (flyers, brochures, etc.)

- Encourage participants to create a team, bring friends, and continue to ask for pledges for the event.

- Assemble volunteers and confirm their duties for event day.

- Set-up day of event.

- Clean-up post-event. (You will want volunteers lined up to assist with this. It's a great way to get youth and young adults involved! Ask the Boy Scouts, Girl Scouts, high school clubs, etc., to help with this.)

- Post-event evaluation for next year.