



# Event Checklist

- Identify your Walk Coordinator.

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- 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).

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- 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.

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- Select a location and date for the event.

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- 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.

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- If hosting event on a larger scale that requires streets to be shut down, police escort, etc., then obtain necessary permits.

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- If you are planning to raise funds online or require online registration, select a vendor. Please see "Fundraising Options" document for some vendor recommendations.

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

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- Recruit event day volunteers.

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



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--> Cont. from Page 1

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

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

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- 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. To advertise your event on the National FOP Walk website, please send link to [fopwalk@svdpusa.org](mailto:fopwalk@svdpusa.org) **at least 4 weeks before** your event.

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- Order t-shirts > visit [www.fopwalk.org](http://www.fopwalk.org)

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

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

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

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- Assemble volunteers and confirm their duties for event day.

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- Set-up day of event.

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- 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.)

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- Post-event evaluation for next year.

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- Complete final report form using the button on [www.fopwalk.org](http://www.fopwalk.org)