



Suggested Event Day Planning

2 hours prior to start time	<ul style="list-style-type: none"> • On-Site Operations Coordinator with volunteers sets up tables and chairs according to site map; delivers refreshments, signage, stage and sound (if appropriate), and garbage receptacles • Set up route markers • STRIDES Chairperson is present for trouble-shooting
90 to 60 minutes prior to start time	<ul style="list-style-type: none"> • All Committee Members and volunteers arrive • Volunteer Coordinator ensures volunteers are greeted, introduced to committee members (if appropriate), and assigned to an area • Participant Services Coordinator ensures he/she is clearly identified as “Information” contact for participants; ensures directions for walkers and that refreshments, first-aid, etc. are in place • Treasurer ensures pledge tables & procedures are in place. • Local Sponsorship and Festivities Coordinator ensures proper setup for announcements & festivities; ensures sponsors are acknowledged per previous agreements; ensures celebrity participants are greeted and looked after; ensures prizes are in place for festivities. • Promotion and Media Coordinator greets media representatives; provides information, arranges photo opportunities
45 minutes prior to start time	<ul style="list-style-type: none"> • Start music or entertainment • Make informational announcements as necessary (washrooms, pledge donation and location of start)
15 minutes prior to start time	<ul style="list-style-type: none"> • Greet participants, bring them together as a group • Give brief statement about the purpose of the walk and Lions club • Introduce warm-up/stretch person • 5 to 10 minute warm-up • Direct participants to the start line • Invite Official Starter to speaking area or podium
Start time	<ul style="list-style-type: none"> • Begin Walk
Start time to 30 minutes after	<ul style="list-style-type: none"> • Committee members and volunteers assure that site is safe and ready for return of walkers • Treasurer collects & organizes pledges & paperwork
First walker returns	<ul style="list-style-type: none"> • Greet returning walkers, distribute strides lapel pin.
45 minutes after start time	<ul style="list-style-type: none"> • Local Sponsorship and Festivities Coordinator begins post-walk activities
90 minutes after start time	<ul style="list-style-type: none"> • Emcee initiates closing ceremonies <ul style="list-style-type: none"> <input type="checkbox"/> Acknowledge sponsors <input type="checkbox"/> Thank participants <input type="checkbox"/> Acknowledge volunteers
2 hours after start time	<ul style="list-style-type: none"> • All Committee Members and Volunteers help to clean up site, load equipment, etc. • Congratulate yourselves!