

In some cases you may need to start planning up to 6 months in advance. For example, permits for some parks need to be secured far in advance, but generally two months is sufficient.

Two Months Before the Event

- ☐ Establish the event plan using the [Event Planning Guide](#) as a guide.
- ☐ If you don't have proper Principal/Director approval, get it now and find out from him/her if you need to inform the insurance company about the event.
- ☐ Determine what your budget will be for the event and secure funding to cover all expenses.
- ☐ Choose a date that works best for your participants.
- ☐ Scout a location for the event that meets your space, accessibility, and safety needs.
- ☐ Determine if you will need to provide transportation for participants and if so, reserve buses in advance.
- ☐ Secure any necessary permits or reservations for the event space from the organization managing the location (don't assume you can just show up and use it).
- ☐ Order/solicit supplies (a supplies list is included with *Events to Run* guides) .

One Month Before the Event

- ☐ Recruit staff or volunteers (see the Staffing list for your specific event), including a nurse/EMT if necessary (refer to your school's/district's requirements and emergency protocols). If volunteers will be working directly with children consider running a background check with a company such as: [National Center for Safety Initiatives \[ncsisafe.com\]](http://ncsisafe.com)
- ☐ Publicize the event and build excitement among the invited participants and spectators with flyers ([sample](#)), announcements, your website and/or social media. Include registration and transportation information if necessary. [Check out some registration options here.](#)
- ☐ *Optional:* Send out press releases to local media. This can help your school get good press and even funding! [See our sample press release here.](#)

Two Weeks Before the Event

- ☐ Finalize staffing status.
- ☐ Confirm all necessary permits or reservations are in place and that the space is event ready (no large equipment is in the way, etc).
- ☐ Continue to publicize the event, including registration and transportation information if necessary, and build excitement among the invited participants and spectators.
- ☐ Check on supplies status.

One Week Before the Event

- ☐ Create a map and timeline for the day; delineate event staffing assignments; outline important rules, procedures, and information; write a description of the emergency protocol; e-mail all this information to staff/volunteers. Be sure to include the date and event start time and end time. [See a sample email here.](#)
- ☐ Buy last-minute supplies you did not yet procure including food and water as necessary (see the Supplies list for your specific event).
- ☐ Continue to publicize the event and build excitement among the invited participants and spectators.
- ☐ Follow up on registration and transportation as necessary.
- ☐ Optional: Send media alert to local press. [See a sample media alert here.](#)

Day of the Event

- ☐ Have staff arrive early to set up (setup time will vary by event) and do a safety check of the grounds for broken glass, debris, etc...
- ☐ Hold a brief staff and volunteer meeting to go over assignments, procedures and important information.
- ☐ Begin registration/check-in if applicable.
- ☐ Welcome participants and have a great event!
- ☐ Clean up the area.
- ☐ Thank staff and go relax.