PROGRESS CALENDAR

The following timeline is a guideline for what you should be working on and when. Documents that are available electronically on funrun101.com are in CAPITALS.

6 Months Out

- Set a date for the event
- Name the event
- Brand the event
- Create a BUDGET
- Determine your lap counting method
- Determine your prize structure
- Determine your field location and size
- Recruit a committee
- Hire a DJ or make playlist
- Prepare SPONSOR, PRODUCT and PRIZE REQUEST LETTERS

5 Months Out

- Prepare and distribute INFORMATION PACKET
- Establish sponsor reciprocity levels
- Prepare SPONSOR, PRODUCT and PRIZE DONATION LISTS
- Set up event online pledging site
- Solicit sponsors
- Solicit prizes
- Solicit supply donations

4 Months Out

- Solicit sponsors
- Solicit prizes
- Solicit supply donations

3 Months Out

- Solicit sponsors
- Solicit prizes
- Solicit supply donations
- Design shirt
- Contact EMS for in-service ambulance
- Select/Purchase Top Fundraiser Prize
- Select Fundraising Milestone Prizes
- Locate pop-up tents or other color corner identifiers
- Locate tables
- Locate coolers
- Locate water jugs, wagon, rake

2 Months Out

- Finalize sponsor list
- Solicit prizes
- Solicit supply donations
- Prepare KICK-OFF PACKET
- Prepare TEACHER/STAFF SHIRT ORDER FORM
- Make Collection Box
- Collect sponsor logos
- Prepare MINUTE BY MINUTE

1 Month Out

- Finalize prize list
- Purchase all supplies not donated
- Get class lists from school
- Import/add all students to online pledge website
- Distribute KICK-OFF PACKET
- Prepare TEACHER INFORMATION HANDOUT
- Distribute TEACHER/STAFF SHIRT ORDER FORM
- Collect shirt size information and place order
- Prepare PLEDGE PACKET
- Prepare RACE DAY PACKET
- Place Collection Box in School Office
- Rent any needed equipment
- Order sponsor banner
- Place volunteers in VOLUNTEER JOB SPREADSHEET

2 Weeks Out

- Kick off event at assembly
- Distribute PLEDGE PACKET
- Distribute TEACHER INFORMATION HANDOUT
- Prepare COURSE CHECK OUT SHEETS
- Make student name tags

1 Week Out

- Send out VOLUNTEER PACKET via email
- Make volunteer name tags
- Submit Press Release to local media
- Pick up snacks
- Assemble race bags with sponsor/donor flyers and RACE BAG THANK YOU
- Distribute shirts, name tags and race bags to teachers
- Make final PRIZE LIST

Day of Race

- Get Ice
- Distribute shirts and name tags to students
- Hold a Pre-Race Rally
- Set up water tables
- Set up snack tables
- Manage volunteers and lap counting
- Oversee DJ, event timing
- Distribute Family Store orders
- Distribute RACE DAY PACKET

Post-Run

- Enter cash/check donations
- Order Fundraising Milestone Prizes
- Order Top Lap Runner Trophies
- THANK YOU NOTES and SPONSOR RECEIPTS to all sponsors and product and prize donors
- Make photo video
- Prepare prizes for distribution
- Hold award assembly or reward day