

School Run/5K Planning Checklist

Race Checklist 6 months-1 year out

- ☐ Select a date & time
- ☐ Confirm location
- ☐ Complete necessary paperwork to secure venue

Race Checklist 4-6 months out

- ☐ Create sponsorship package & include a t-shirt sponsor option.
- ☐ Contact local businesses
- ☐ Contact T-Shirt Company & Design Race Shirt
- ☐ Design and Order Award Medals/Ribbons
- ☐ Contact High School Track Coach for partnership, materials, and student volunteers.

Race Checklist 2-3 months out

- ☐ Create Sign Up for Race and for Volunteers (google forms)
- ☐ Order Race Numbers & Water bottles or event item
- ☐ Create event promotion in canva: Social Media Posts, Flyers to go home.
- ☐ Post race information on the school website.
- ☐ Confirm T-Shirt Order and Sizes
- ☐ Create newsletter/email for volunteer sign-ups
- ☐ Contact nutrition department to offer apples, granola bars, water, etc
- ☐ Contact police department if running on roads that need to be blocked

Race Checklist 1 Week Out

- ☐ Pack up all race materials: T-shirts, forms, medals/ribbons, snacks, etc.
- ☐ Confirm with volunteers and send them their assigned task.
- ☐ Confirm with venue
- ☐ Social media blast
- ☐ Get money bag for day of registration

On the Day of the Race

- ☐ Get to the race location early
- ☐ Set up tables for registration, t-shirts, snacks, start line, vendors (if applicable)
- ☐ Set up registration materials for volunteers
- ☐ Place directional signage
- ☐ Huddle with all volunteers before the race to give directions and answer any questions
- ☐ Have Fun!

Potential Business Sponsors

- Utility District
- Local Pharmacy
- Doctor Offices
- Orthodontist
- Health Department
- Local Anti-Drug Coalition
- Police Department
- Fire Department
- City Organizations/Club/Sports
- Running Store