

Tasks For The Event Organizer

Below is a list of tasks that are necessary to have a successful event. They are pretty much in chronological order and the most constricting deadline is usually the one for the Compass (#5).

Event: _____ To Be Held On: _____

#	What to do:	Notes:
1	Contact the start point. Make sure it is ok to have tables set up and look out for special situations that create special requirements. Find out if the walk will have additional insurance requirements (AVA can add beneficiaries to its liability policy for specific events).	
2	Contact the restaurant for the meal afterward. This may be the same as the start point. Ask for door prizes (free meals, gift cards, etc.).	
3	Will there be an award? If so, the design needs to be made early so that it can go onto the brochure and received in time so pictures of the actual award can be put on the website – this improves sales.	
4	Get a rough measurement of the walk if it is new. Not all the details of the route need to be done at this point, but a good estimate of the distance is important. Make sure there will be a shorter (usually 5K) route available.	
5	Contact the SWS President so the walk can be sanctioned. The Electronic Sanction Request must be made at least 90 days before the sanction, but this is usually less than the Compass deadline. Have the following ready in writing: <ul style="list-style-type: none"> • Start/finish point address, including zip code. • Description of the walk. • Contact name, phone, and email address. • Driving directions to the start/finish. • Information regarding water, restrooms, pets, wheelchair, and stroller access. 	Deadline = / /
6	Get the information to the Compass. Deadlines are November 10 for the January – March quarter, February 10 for the April – June quarter, May 10 for the June – September quarter and August 10 for the October – December quarter.	Deadline = / /
7	Get the brochure together and submit it to the CVA President for approval. This must be done at least 60 days prior.	Deadline = / /
8	After CVA approves the sanction, have the SWS Treasurer mail in a \$10.00 sanction fee to CVA Treasurer .	
9	Reproduce the brochure and keep the receipt to submit to the SWS Treasurer.	
10	Publicize. The club website will already be done, but local newspapers and internet calendars are good places to put publicity.	

11	Prepare a sign-up sheet and get volunteers to help at the start/finish and any checkpoints that you may have. If the sign-up sheet is to be placed on the website, you need to coordinate with the webmaster early.	
12	Prepare the first draft of the walk instructions and schedule at least one worker's walk. Schedule the worker's walk ahead of the event giving sufficient time to alter the instructions just prior to reproducing them.	
13	Make sure you have the supplies (use the checklist).	
14	Find out where the supplies will go after the walk.	
15	Put on the walk.	
16	Submit the After Action Report to AVA along with the stamp. Make a copy for the Treasurer. Remember to account for the change that you started with – don't count it as income from the walk. Make a copy, or copy the information and submit to the Treasurer.	Due to AVA within 10 days of the event!
17	Get the money to the Treasurer using the Income Report. Remember, the cash box should have \$50 in change in it.	
18	Get the supplies to wherever they should go. Hot Walkin Nights are a weekly series, so this is important that you don't hang on to the stuff for very long.	
19	Email suggestions for improving the walk, instructions, and/or checklists to the President.	