

Logistics Checklist

PRE-EVENT LOGISTICS – 6-8 WEEKS FROM EVENT DATE

Walk Date: _____ 6-8 Weeks Prior (date): _____

Set date, location, and time for the Community Walk

Check with local municipalities for securing permits needed, for parks and public community areas and check for who you need permission from for using private spaces (such as a school, race track, or botanical garden).

Check rules of your location about dogs on/off leashes, kids using bikes or scooters, and wheelchair accessibility.



Confirm location and use of bathrooms.

Contact local law enforcement, ambulance and fire department to let them know when and where your event will be held (sometimes the fire department or EMT will send an ambulance and do safety demos—it's fun to get the whole community involved!)

Create a Safety/Emergency Plan

Identify one key volunteer at your event, that will have a working cell phone to call 911 or other emergency number in your community (then identify a second person who will also know what to do in an emergency).

Have a First Aid Kit, know what is in it, and where it is located.



Let local law enforcement know about the date, time and location of your event.

Print out three Incident Reports (from your CD included in your box). You will use these if there is an emergency to let ADA know about it.

Establish and confirm a walk route. Walks are usually about 2 miles, but can be any length depending on your community and space available.



Create a simple map with the start/finish location (usually the same spot) and any rest stops in between (this is where some of your key volunteers will be located in case of emergencies and where you might want to hand out water bottles or power bars).

Make sure you have the appropriate permits and permissions to use the space.

Let local law enforcement know about the date, time and location of your event.

[] **Once you have your date, time and location set --Call the American Diabetes Association Community Walks Coordinator, Liz Juern, for EVENT INSURANCE from ADA (Liz can be reached at 1-888-DIABETES, ext. 1735 or communitywalk@diabetes.org).**



[] **Encourage local businesses to donate in-kind to your event, such as bottles of water, power bars and fruit.** Discourage “sponsorships” (there are too many logistical issues with sponsors, including logo usage and levels of expectation—talk to Liz if you have questions between an in-kind donation and a sponsorship for your event). Use the **In-Kind Donation Form** on your CD, included in your kit.

[] **Suggestion**—have a poster board at the registration table and list the people or local businesses that donated water, power bars, fruit, etc to your event. Write THANK YOU on the top, and the list of names below.

PRE-EVENT LOGISTICS – 4-6 WEEKS FROM EVENT DATE

Walk Date: _____ 4-6 Weeks Prior (date): _____

[] **Set-up your online Community Walks Center**, if you haven’t done so already. (refer to the Mini-Manual).

[] **Start promoting your event!** Use poster blanks to write-in your walk info and ask local businesses to hang in their window. Also ask libraries, markets or anywhere else people in your community come together.

[] **Start registering walkers!** Use the online tools. Walkers can make their donations online, sign the waiver form online and use the tools to ask their friends and family to join the walk and donate as well.

[] **Make sure each walker completes a Waiver Form.** Each walker must have a waiver form completed before walking. **Walkers who register online (encouraged) will fill out a form online with an electronic signature.** However, you will have walkers join you the day of your event, so print out 15 extra copies for that day and have them completed before they walk (this usually happens at a registration table).



Waiver forms that are filled out the day of your event, need to be collected by you and sent back to the American Diabetes Association with your collection envelope.

[] **Contact local newspapers, radio stations and television.** They usually want to know about something positive happening in the community—and your Community Walk is usually something they want to know about!

PRE-EVENT LOGISTICS – 2-4 WEEKS FROM EVENT DATE

Walk Date: _____ 2-4 Weeks Prior (date): _____

[] **Confirm permits and permissions for walk location.** Talk to point person at these sites and confirm what time you can set-up, how long you can use the site, and when you have to be gone from the site. Confirm expectations about clean-up, appropriate behavior from walkers and emergency plans.

[] **Solidify in-kind donations of water bottles, power bars or fruit.** Please keep in mind the public perception of the food choices you have at your event. Choose healthful options to promote the wellbeing of your walkers, and the reputation of the American Diabetes Association.

[] Identify and confirm your key volunteers:

- [] 2-4 volunteers who will help with registration the day of your event
- [] 2 volunteers who will help in identifying emergencies and have working cell phones to call 911 or local emergency numbers
- [] 2-4 volunteers who will help identify the route for walkers and who are stationed at rest stops
- [] Confirm your lead walkers to start off the walk (sometimes this can be loved ones who are living with diabetes or maybe your Top Fundraiser)
- [] 4 volunteers for your clean-up crew

PRE-EVENT LOGISTICS – 1 WEEK FROM EVENT DATE

Walk Date: _____ 1 Week Prior (date): _____

- [] Continue to register walkers and promote fundraising. Use your Community Walks Center for final email blasts.



DAY OF EVENT LOGISTICS

The day is here! CONGRATULATIONS! Your work and commitment has paid off!

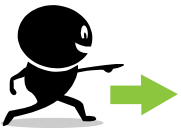
WALK DATE: _____

[] Set-up: About 1-2 hours before your event begins

- [] Set-up an identifiable registration table for those last minute walkers (use the STOP DIABETS® table cloth provided in your kit).
 - [] Print out 15 Waiver forms, 5 Donation Receipts (6 to a page), and 3 Incident Reports (all included on your CD in your kit).
 - [] Bring pens, scissors, air horn, whistle or noise makers.
 - [] Bring First Aid Kit, emergency numbers, in-kind donations of water, power bars, and fruit.
 - [] Bring a poster board—write THANK YOU at the top, and list all the people and/or local businesses that help make the event possible (for example, the people who donated water, power bars or fruit).
 - [] Bring a camera—take photos and send via email to Liz at ADA after the event! We would love to see your smiling faces—and maybe use your image when promoting Community Walk across the county!
 - [] Put everything you can fit in your —this is your mobile Community Walk station. Your kit will have the collection envelope for donations, and the medal to award to the top fundraiser in your group.

- [] Clearly mark the start/finish line (Community Walk balloons are great for this!).
- [] Set-up a rest stop table with water bottles or power bars (use your banners for the rest stops, if they aren't being used already).
- [] Make sure the route is clear of debris (sticks on the path, etc) and check for any last minute changes (has construction started unexpectedly or you need to go around an obstacle?).
- [] When your key volunteers arrive make sure they know where the First Aid Kit is, and who has working cell phones, who is responsible to call 911 if needed, where the rest stop is, and the walk route.
- [] Welcome and know where local police, fire or ambulance are stationed at your walk.

[] Time to Walk! You've done a GREAT job! Your enthusiasm will be contagious!



- [] Get your key volunteers to their stations—registration table, rest stop and start/finish line.
- [] The registration table will be getting busy now!

- [] Have day of walkers complete a Waiver Form (collect and keep to send to ADA).
- [] Collect cash donations with a great big THANK YOU! Always know where your collection envelope is. It should always be in your possession, or locked in the trunk of a car during the walk.
- [] Give blank receipts to people with donations. These receipts can be printed from the Community Walks CD, included in your kit. (Online donations received an automated receipt at the time of the donation).
- [] Signify the start of the walk with a whistle, air horn, cheering/clapping—whatever works for your community. If you want to say a few words to the crowd, this is a good time to do so. Thank everyone for being there, thank them for their donations (let them know you'll be collecting during the entire walk) and introduce your lead walker (if appropriate).



- [] As walkers leave, have a couple volunteers set-up a table or station at the finish line (which was just your starting line), with water bottles, power bars and fruit.
- [] Have a few volunteers greet the walkers on their return with cheers, clapping, and whistles. Your balloons that you set-up for the starting line, work great to greet the returning walkers at the finish line!

This is a party now! You did a great job!



Time to wrap it up. . .

[] WRAP-UP and CLEAN-UP

[] Once the walk is over, **have 4 volunteers help you clean- up** the walk site (arrange in advance).



[] Gather up your registration table supplies

[] Take down start/finish line, take down balloons, take down rest stop tables, etc.

[] Pick up any trash and check bathrooms. Leave the site better than you found it—your community will be happy and will want your group back!

[] Think about sending photos to the local newspapers with a caption—let them know about your fantastic Community Walk!

Donation Handling Instructions

[] Please make checks payable to the American Diabetes Association.

[] Do not mail cash or coins, please write a check for that amount instead.
Write “converted cash” on the memo line.

[] Double your money! Enclose matching gift forms in this envelope.
Visit: www.diabetes.org/matchinggifts for info.

[] Enclose all donations in this collection envelope and seal securely.

[] Take this sealed collection envelope to your closest mail center (USPS, Fed Ex, UPS, etc).
Put this envelope along with any Waiver Forms, in a mailing envelope, and send to:



Attn: Service Center/Community Walk
American Diabetes Association
1701 N. Beauregard Street
Alexandria, VA 22311

[] Email communitywalk@diabetes.org with the date you mailed this envelope, the amount that is enclosed and a tracking number for the package.

As you wrap-up your Community Walk, please know you just did something positive for the 26 million children and adults living with diabetes and you are instrumental in raising awareness in your community!

THANK YOU!

