



Fun Run Planning Checklist

BEGINNING OF PLANNING

- Establish the objective of the Fun Run
- Select a date and time
- Determine a budget, sponsorship, and donation needs
 - If needed, reach out to businesses for donations, or sponsorship
- Select the date for the event
- Investigate special permits, licenses, or insurance needed for a Fun Run
- Book a site visits for potential venues
- Send letters of agreement/contracts to venue and suppliers
- Decide on entertainment needs. I.e. speakers, presenters or entertainers and the audiovisual capabilities of the venue
- Determine guest list, and notify attendees
- Book a caterer if needed
- Make travel/accommodation arrangements, if necessary.
- Signs and printed materials
- Confirm staffing needs, i.e. volunteers

MIDDLE OF PLANNING

- Confirm speakers, entertainment, and presenters.
- Create an event agenda
- Conduct a volunteer orientation to provide information and a schedule.
- Advertise your event!
- Follow-up with businesses in regards to their sponsorship, or donation.



- Confirm any travel/accommodation details
- Confirm any audiovisual requirements needed by entertainment
- Check (72 hours in advance) any meal and beverage arrangements.

DAY OF EVENT

- Check venue space 3 hours in advance.
- Ensure all staff and volunteers are present, debrief, and review emergency procedures.
- Organize areas specific to entertainment, and volunteers.

AFTER EVENT

- Tear down of event: remove all equipment, and clean up.
- Complete budget and financials
- Send out thank-you letters
 - o Sponsors
 - o Donors
 - o Volunteers
 - o Entertainment
 - o Media