

Logistics Chair Sample Planning Timeline

9 to 12 Months Prior to Event

- Meet with Arthritis Foundation staff and Event Chair to review timeline and event needs
- Recruit subcommittee leaders – Volunteer Recruitment, Event Route, Site Leader
- Work with Arthritis Foundation staff to confirm event site and date
- Work with Sponsorship Chair and assist with in-kind sponsors and donations

5 to 6 Months Prior to Event

- Work with Arthritis Foundation staff to determine walk route
- Begin the process of securing any necessary permits for event location and walk route
- Determine security and medical needs
- Host Logistics Subcommittee meeting

4 Months Prior to Event

- Determine event day volunteer needs with Volunteer Recruitment Leader
- Determine supply needs and work with Arthritis Foundation staff to ensure logistical supplies are rented and/or purchased from vendors (tents, tables, chairs, port-o-lets, trash cans/dumpsters, audio and stage equipment, etc.)
- Determine signage needs and work with staff to ensure all signs are ordered and approved
- Determine event-site parking needs
- Secure entertainment and necessary staging needs
- Ensure refreshments have been secured (water, cups, ice, food, etc.)
- Secure photographer
- Begin hosting monthly Logistic Sub-Committee Meetings

3 Months Prior to Event

- Secure support vehicles and drivers
- Secure event day communications (cellular phones, two-way radios, etc.)
- Work with Volunteer Recruitment Committee to begin recruiting event-day volunteers
- Determine plan for set up and clean up
- Confirm necessary security and medical support
- Work with staff and Marketing/PR Chair to confirm media needs - live remote of TV and/or radio sponsor
- Work with staff to determine event-day schedule of events, emcee, and warm-up leaders

2 Months Prior to Event

- Continue recruiting event-day volunteers
- Meet with staff partner to finalize site layout, walk route, route map, vendors, and upcoming deadlines

1 Month Prior to Event

- Review event-day checklist to ensure all logistical items have been secured
- Confirm all event-day volunteers and send necessary correspondence
- Work with staff to confirm inclement weather/crisis management plan
- Assemble goody bags for participants, if applicable

Event Day

- Attend Walk to Cure Arthritis and serve as event-day logistics manager