



Sample Logistics Checklist

Early Packet Pick-Up or Bank Day

Each event should conduct at least one early packet pick up or bank day event for Jingle Bell Run/Walk. This not only allows the event to have 60-75% of revenue in the bank before the actual event takes place but also reduces follow up expenses, cuts back on the number of volunteers needed for accounting purposes on the day of the event and allows for faster recognition of top teams and runners/walkers. Early turn-in events should be scheduled 3-5 days before the event.

At this packet pick up or bank day, participants can register; bring in funds they have raised to date; pick up race numbers; pick up t-shirts; and receive last minute information regarding the event. All team captains should be encouraged to attend the early packet pick-up and collect supplies for each of their team members.

The following ideas should be considered when scheduling early packet pick up events:

- Hold a packet pick-up event at a bank or corporate location where the actual money processing will take place. Bank staff can assist with counting and processing.
- For a large event that covers a wide geographical area, you may want to consider several packet pick-ups at different bank locations (branches). This is very convenient for companies but can be a logistical challenge if you don't have the right amount of volunteers. Thorough training of bank employees is critical.
- Hold a packet pick-up event with refreshments, door prizes and other incentives for participants to attend. Have the party at a popular restaurant, art gallery, movie theater, sports venue, etc.
- Hold a packet pick-up event at the Arthritis Foundation office. This keeps your expenses to a minimum and is easily coordinated.
- Hold a packet pick up at one of your sponsors locations, this could also be a selling point when pitching sponsorships, since a packet pick up in their location could drive business their way. This is especially appealing to a running shoe store, health club, or other sporting goods retail outlet.

Registration Checklist - materials and equipment needed:

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| <input type="checkbox"/> Job descriptions for volunteers (tape on to the tables) | <input type="checkbox"/> Extra collection envelopes |
| <input type="checkbox"/> Volunteer identification name tags, shirts, etc. (Volunteer check-in) | <input type="checkbox"/> Route cards/maps |
| <input type="checkbox"/> Tables/chairs | <input type="checkbox"/> Notepads |
| <input type="checkbox"/> Signage for registration/pre-registration areas | <input type="checkbox"/> Rubber bands |
| <input type="checkbox"/> Calculators | <input type="checkbox"/> Pens/Highlighters/Markers |
| <input type="checkbox"/> Trash cans/bags | <input type="checkbox"/> Staplers/staples |
| <input type="checkbox"/> First aid kit | <input type="checkbox"/> Tape |
| <input type="checkbox"/> Decorations – balloons/banners | <input type="checkbox"/> Scissors |
| <input type="checkbox"/> Event posters | <input type="checkbox"/> Paper clips |
| | <input type="checkbox"/> String |
| | <input type="checkbox"/> Boxes for collection envelopes |

Starting Line

Welcome everyone with pre-event announcements. Be sure to thank your volunteers and sponsors and have your youth or adult honoree give a short talk.

Plan to have a 3-5 minute warm up to stretch and get ready to walk. This is a great time to emphasize that exercise can be a way to prevent and control arthritis. You can also promote the services/classes that the Arthritis Foundation has to offer. *Note: A great source for the warm-up is a fitness center or health club – offer to give them a booth to sell memberships at the event in exchange for their services.* A sound system is needed to announce the start and any other important announcements (use a radio personality/DJ to make announcements).

Finish Line

Create a celebration feeling at the finish line with cheerleaders, balloons, banners, music, etc. You will need to have a sound system and staging area for the “program” which should include thanks to sponsors, runners/walkers, arthritis facts, how dollars are spent, how the participants are helping, etc. The atmosphere should be fun, festive, upbeat and motivational. Include holiday themed decorations and activities, cheerleaders, and a high school band for entertainment.

Timing

Most events use a race director, official timing and finish line management company, or local running club to ensure accurate race timing. You may be able negotiate a non-profit rate or even include them as a sponsor in return for free services.

Start/Finish Line Checklist – materials and equipment needed:

- ❑ Decorations - balloons, banners, signs
- ❑ Stage (staging area)
- ❑ Sound system
- ❑ Whistle or starting gun (ribbon to cut) to start walk
- ❑ Scissors
- ❑ Tape/staple gun
- ❑ String/rope
- ❑ Other ideas to incorporate at start/finish line
 - Radio station DJ - Music
 - High School Band & Cheerleaders
 - Face Painting
 - Holiday themed activities
 - Photos with Santa, reindeer, elves, etc
 - Candy Cane Toss for prizes
 - Physician to answer arthritis questions
 - Costume contest
 - Refreshments
 - Arthritis Foundation information booth to promote our mission. Include arthritis information, brochures, membership sign-up, Arthritis Today subscriptions, etc.
 - Vendor/Sponsor booths for sampling and information gathering

Water stations

Water stations should be staffed with enough volunteers to handle distribution of water, snacks or other drinks (3-4 volunteers per 500 walkers will be needed at each station). Provide food (bagels, doughnuts, fruit) at the finish area.

At least 3-4 checkpoints are needed along the walk route. Be sure to set the first checkpoint within a

½- mile of the start line. The remaining checkpoints can be dispersed throughout. Post important Arthritis mission signs at each water station and give each station a name/number. Should a problem arise, volunteers can easily identify their whereabouts.

Water Station Checklist – materials and equipment needed:

- Volunteer assignment sheets
- Diagram of water station set-up
- Tables/Chairs
- Arthritis mission signs
- Sponsor signage
- First aid kit
- Bull horns or noise makers
- Restrooms or portable toilets
- Water/cups
- Trash cans/bags
- Snacks
- Tape

Safety and First Aid

Safety and first aid is best coordinated at a central location such as the registration area. Each checkpoint must be able to communicate with the central point. Ambulance and paramedic assistance should be quickly available – have them stationed at the main registration area with easy access to the course route. Recruit the local police department or hospital to volunteer their services for the day.

Security

Some types of security may be necessary to ensure the safety of the walkers. Cadets from the police academy are often available to volunteer their time and services. Work with your planning committee to determine other security needs at your location.

Clean Up

It is very important to have a clean up crew! Clean up all trash, leftover food, etc. from the celebration area along with any markers on the route. You will want to leave the site as you found it so you can come back again next year. Try to recruit a “fresh” group of volunteers such as a High School ROTC to help with clean-up.