



# SEPSIS ALLIANCE

*Suspect Sepsis. Save Lives.™*

<p><b>6-9 months in advance</b></p>	<p>✓ <b>Administration</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Build the core volunteer team</li> <li><input type="checkbox"/> Choose date and reserve location</li> <li><input type="checkbox"/> Determine registration price levels and price increase dates</li> <li><input type="checkbox"/> Set Goals (Fundraising, participation)</li> <li><input type="checkbox"/> Create event web page</li> <li><input type="checkbox"/> Secure timing company (if applicable)</li> </ul>	<p>✓ <b>Sponsors and Supplies</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Develop sponsor target list</li> <li><input type="checkbox"/> Develop auction/raffe target list (if applicable)</li> <li><input type="checkbox"/> Start outreach to potential sponsors and item donors</li> <li><input type="checkbox"/> Start asking local grocery stores etc. for water and food donations</li> <li><input type="checkbox"/> Target companies to donate race bags</li> <li><input type="checkbox"/> Secure vendor to donate table and chairs</li> <li><input type="checkbox"/> Identify locations to borrow or rent tents</li> </ul>	<p>✓ <b>Promotion and Recruiting</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Create press release</li> <li><input type="checkbox"/> Announce event on social media</li> <li><input type="checkbox"/> Invites out to prior attendees (if applicable)</li> <li><input type="checkbox"/> Network with other local races to put flyers about your event in their race bags</li> </ul>
<p><b>3-6 months in advance</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Determine permit and insurance needs through the venue</li> <li><input type="checkbox"/> Determine or confirm 5K route or other event specifics</li> <li><input type="checkbox"/> Determine need for city/police approval</li> <li><input type="checkbox"/> Reserve equipment (timing, sound system or megaphone, tables, tents)</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Follow up with unanswered sponsor asks</li> <li><input type="checkbox"/> Determine t-shirt printer</li> <li><input type="checkbox"/> Hire or confirm volunteer photographer</li> <li><input type="checkbox"/> Hire or confirm volunteer videographer</li> <li><input type="checkbox"/> Order event medals for participants (if applicable)</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Contact local clubs, gyms, schools to get participants</li> <li><input type="checkbox"/> Email/call all friends, families and colleagues</li> <li><input type="checkbox"/> Submit to local publications - weekly magazines, event websites</li> </ul>
<p><b>1-3 months in advance</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Recruit volunteers for day of tasks</li> <li><input type="checkbox"/> Arrange packet pick up locations and times (if applicable)</li> <li><input type="checkbox"/> Set event day schedule (race, activities, awards)</li> <li><input type="checkbox"/> Create volunteer schedule (set up, during event, clean-up)</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Discuss Wifi and equipment necessary</li> <li><input type="checkbox"/> Create auction packages (if applicable)</li> <li><input type="checkbox"/> Order event t-shirts (about 1 month out)</li> <li><input type="checkbox"/> Confirm donated food and drink</li> <li><input type="checkbox"/> Discuss if electrical power is available at site</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Contact local news and radio stations</li> <li><input type="checkbox"/> Promote your event at other community events (street fairs etc.)</li> <li><input type="checkbox"/> Continue posting on social media!</li> </ul>
<p><b>1-4 weeks in advance</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Print race-day registration forms</li> <li><input type="checkbox"/> Print race-day waivers</li> <li><input type="checkbox"/> Print list of registered participants</li> <li><input type="checkbox"/> Confirm volunteer schedule and tasks</li> <li><input type="checkbox"/> Validate race path and total distance (if applicable)</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Order event banners and signs</li> <li><input type="checkbox"/> Prepare first-aid kit/station</li> <li><input type="checkbox"/> Print auction sheets</li> <li><input type="checkbox"/> Confirm wifi or cell service for taking day-of donations</li> <li><input type="checkbox"/> Borrow, rent or buy cones to mark race path</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Heavy social media before and during event</li> </ul>
<p><b>Day of</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Give event schedule to volunteers and train on tasks</li> <li><input type="checkbox"/> ENJOY YOURSELF!</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Set up registration table, auction table, giveaway tables</li> <li><input type="checkbox"/> Check WiFi and AV systems if applicable</li> <li><input type="checkbox"/> Water stations every 1 mile</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Social media</li> </ul>
<p><b>After</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Create re-cap - what went well, what could be better next year</li> <li><input type="checkbox"/> Update website (SA)</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Return all donated/rented materials</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Thank you to all participants, sponsors, and supporters</li> <li><input type="checkbox"/> Save the date for next year</li> </ul>