

Color run planning checklist

Work top to bottom. Each line is a decision or a task someone owns. Write the owner's initials beside it.

8 or more weeks out: decide

- ☐ Written approval for powder from the principal or venue owner
- ☐ Facilities confirms allowed surfaces and the cleanup standard
- ☐ School nurse or health lead reviews the plan
- ☐ Date, rain date and venue locked; calendar conflicts checked
- ☐ Giving model chosen (flat, per lap with a cap, entry fee or a mix)
- ☐ Goal set from the middle case of the fundraising calculator
- ☐ Insurance and any city or park permit confirmed
- ☐ Community events: registration open (about nine weeks out)

6 to 7 weeks out: recruit and price

- ☐ Two powder quotes, each with the supplier's Safety Data Sheet
- ☐ Budget drafted, including cleanup and contingency
- ☐ Sponsor requests sent
- ☐ Volunteer sign-up open: station leads first
- ☐ Course walked; map drawn with stations, water, first aid and the powder-free lane
- ☐ Community events: registration checkpoint met before ordering powder

4 to 5 weeks out: order and announce

- ☐ Powder and station supplies ordered (planner total plus buffer)
- ☐ Shirts ordered, if you are providing them
- ☐ Family letter and powder notice sent, with a private way to request the powder-free option

2 to 3 weeks out: kickoff

- ☐ Kickoff: goal, date and how to give shared
- ☐ Flyers posted; pledge sheets sent home
- ☐ Health needs reviewed with the nurse: powder-free list, medications, first aid location
- ☐ Midpoint update shared (class or group totals, no individual names)

Final week

- ☐ Volunteer briefing held; station cards sent
- ☐ Forecast checked; go/delay call time and message set
- ☐ Final family reminder: clothes, eye protection, water, sunscreen
- ☐ Course and stations set up; powder stored sealed, dry, away from heat
- ☐ SDS printed and placed at the first aid table

Event day and after

- ☐ Volunteer check-in and safety briefing
- ☐ Waves, stations and finale run to the schedule
- ☐ Dry cleanup walk-through with facilities before anyone leaves
- ☐ Giving deadline seven days after the event
- ☐ Two volunteers (not the treasurer) count every deposit; thank-you notes sent
- ☐ Debrief: actual costs vs. budget, notes for next year