

Fun Run Planning Checklist

Approvals

- ☐ Principal, board or venue approves the date, backup date and format in writing
- ☐ District rules checked: facility use, fundraising, money handling, flyers
- ☐ Insurance confirmed for the group running the event, not just the school
- ☐ Certificates of insurance requested for every venue that asks
- ☐ Route runs: permit filed by the city's deadline with route map, traffic control plan and insurance certificate
- ☐ Route runs: police or traffic control booked where the city requires it

Team and money

- ☐ Chair and leads named: course and safety, money, volunteers, communications, sponsors
- ☐ Goal set from your own numbers with the profit calculator
- ☐ Funding model chosen: entry fee, donations, or both
- ☐ Budget approved with a spending ceiling for the chair
- ☐ Two-person rule set for counting cash
- ☐ Sponsor letters and packet sent

Course and safety

- ☐ Course measured and mapped, with start, finish, water and first aid marked
- ☐ Accessible route or loop identified for walkers, wheelchairs and strollers
- ☐ Medical lead named and first-aid post planned
- ☐ Heat plan written with the trigger and the person who makes the call
- ☐ Lightning plan written, with a shelter big enough for everyone
- ☐ Lost-child plan and a meeting point set
- ☐ Waiver or permission form reviewed by whoever advises your group

Registration and pledges

- ☐ Lap runs: pledge sheets printed with a per-lap cap and return date
- ☐ Online donation page tested end to end
- ☐ Route runs: registration form with waiver, fee, shirt size and cutoff date
- ☐ Kickoff assembly or launch announcement done
- ☐ Photo opt-out list from the school in hand
- ☐ Mid-campaign update sent, with no money leaderboard

Volunteers

- ☐ Roles and counts set from the course planner, plus backups
- ☐ Volunteer screening done to your district's or group's rules
- ☐ Shifts assigned and job cards printed
- ☐ Adult marshals with vests at every crossing and turn (teens can hand out water, cheer, count laps or help at check-in with an adult lead, but never marshal)

Final week

- ☐ Course walked with the course lead and the medical lead
- ☐ Volunteers confirmed by name; backups on standby
- ☐ Forecast checked against the heat and lightning plan
- ☐ Sound system, timer and announcer script tested

- ☐ Course marked, check-in and finish area set up the day before

Event day

- ☐ Volunteer briefing before the first heat or wave
- ☐ First aid in place before anyone runs
- ☐ Lap runs: heats run to the clock; lap cards collected per class
- ☐ Route runs: waves started; sweep behind the last walker; finishers recorded
- ☐ Cash counted by two people and sealed before it leaves the site
- ☐ Course cleared and trash removed

After the event

- ☐ Totals sent to any per-lap or per-mile donors within two days
- ☐ Volunteers, sponsors, teachers and staff thanked
- ☐ Collection closed; deposit made; books reconciled
- ☐ Receipts and disclosures sent where required
- ☐ Results note sent to families
- ☐ Debrief numbers filled in on the Debrief tab of the fun run budget spreadsheet: participants, share who collected, donors, gross, costs, net, net per participant, pledge collection rate, sponsorships, volunteers, unfilled shifts, incidents, timing vs. plan
- ☐ Family and volunteer survey sent within a week
- ☐ Debrief held and keep, change and stop notes saved for next year

Fun run supply list

- ☐ Course markers: cones, flags or chalk
- ☐ Start and finish banners or signs
- ☐ Sound system, microphone and a backup timer
- ☐ Water, cups and trash bags
- ☐ First-aid kit, ice packs and the medical lead's contact sheet
- ☐ Safety vests for every marshal
- ☐ Clipboards, pens and printed run sheets
- ☐ Check-in tables, rosters and name tags for volunteers
- ☐ Lap runs: lap cards or tally sheets, hole punches or markers, class bins
- ☐ Lap runs: shade for waiting classes
- ☐ Route runs: bibs and safety pins
- ☐ Route runs: finish chute materials and a finish-recording sheet
- ☐ Route runs: barricades and signs required by the permit
- ☐ Route runs: portable toilets, with accessible units (at least 5 percent and never fewer than one, per the ADA National Network's event guide)
- ☐ Cash box, deposit bags and a two-signature count sheet