

Master Item Checklist

Pre-Event

- Announcement
- Sponsorship letter template
- General Introduction Letter
- Trek poster

Signage

- Welcome sign
- Registration area sign
- Start line marker
- Route markers
- Hanging banner

Forms, Etc.

- Participant list
- Waivers
- Blank pledge forms
- Envelopes
- City permit
- Insurance certificate
- Q&A flyers

Refreshments

- Water
- Juice
- Coffee/Tea
- Snacks (e.g. granola bars, fruit)

Prizes

- Give-Aways

Key Items

- Pens
- Camera
- Container for pledge envelopes

Optional Items

- Volunteer bibs, if available
- Portable table for registration
- Chair, umbrella
- Affiliate promotional materials (e.g. email contact sheet)
- Megaphone, if available

Post-Event

- Evaluation Survey (Survey Monkey)
- Thank you cards/letters sent to all volunteers, sponsors, post media thank you messaging**
- Post Event Debriefing Call
- Collections of all contributions inputted online or sent to National to be received within 21 days of your Trek close
- Authorized receipts for reimbursement sent to National to be received within 30 days of your Trek close.
- Sponsor thank-you letter template