

JANUARY

- Request a past sponsor list from staff lead
- Work with your staff lead to secure your location and date
- _____

FEBRUARY

- Email/Call/Visit past sponsors to secure support – send a “save the date”
- Re-engage your committee/walk day volunteers
- _____

MARCH

- Finalize location and event times with your staff lead**
- Identify new sponsor asks
- _____

APRIL

- Request last year’s participants and team captain list from staff lead
- Have your first meeting with your volunteers, assign jobs
- Send a “Save the Date” to team captains
- _____

MAY

- Follow up with sponsor asks to secure agreements
- Post, call, engage with your participants to encourage registration
- _____

JUNE

- Check-in with your staff lead
- Schedule monthly meetings with your volunteers
- _____

JULY

- Secure equipment/sound for event
- Secure day-of-event in-kind donations (water, food, etc.)
- Use engagement tools on pkdcure.org/volunteers/walk
- _____

AUGUST

- All sponsorship agreements and logos due Aug. 1**
- Encourage participants to fundraise
- Check Walk email regularly
- Send welcome emails to registered participants
- Connect with all vendors (timing)
- _____

SEPTEMBER

– Walks in progress

- Connect with all of your volunteers a few days prior to your Walk day
- Post about your Walk on social media
- _____

OCTOBER

- Encourage participants to continue to fundraise until the end of the year
- _____

NOVEMBER

- Send an email to thank walkers and talk about successes of the Walk
- _____

DECEMBER

- Enter volunteer hours by using your designated link (request from staff lead)
- Enter in-kind donations by using your designated link (request from staff lead)
- Schedule post-Walk call with your staff lead
- _____