



EVENT PLAYBOOK

# Fun Run Planning Checklist

A simple checklist for a 5K or community fun run.

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## 6-8 weeks out

- Choose a date, route, and rain plan; secure permits if needed.
- Set registration fee and fundraising goal.
- Open online registration and your fundraiser page.
- Recruit volunteers: route marshals, check-in, water, cleanup.

## 2-3 weeks out

- Promote widely; share the Foundation's story and donate link.
- Confirm supplies: bibs, signage, water, first aid, sound.
- Print the poster, donation-box sign, and route signage.

## Race day

- Set up start/finish, route markers, and the welcome table.
- Brief volunteers and marshals.
- Run check-in; display the donate QR at the table.
- Thank participants; announce the total raised.