

WEEK	ADMINISTRATION	SPONSORS/SUPPLIES	RECRUITING/PROMO
1	<input type="checkbox"/> Reserve location <input type="checkbox"/> Set goals	<input type="checkbox"/> Propose cash sponsorship to businesses/orgs	
2	<input type="checkbox"/> Get city/police approval for event <input type="checkbox"/> Create event page, registration form, and waiver	<input type="checkbox"/> Propose to additional cash sponsors	<input type="checkbox"/> Announce event with a blog post and/or microsite
3	<input type="checkbox"/> Measure and map 5K route <input type="checkbox"/> Get event insurance	<input type="checkbox"/> Draft and sign written agreement with sponsors	<input type="checkbox"/> Email donors and fundraisers to announce event <input type="checkbox"/> Begin social media posts
4	<input type="checkbox"/> Reserve course equipment (barriers, timing equip, sound system)	<input type="checkbox"/> Propose food/drink sponsorships to grocers and restaurants	<input type="checkbox"/> Email past volunteers about working at event
5	<input type="checkbox"/> Reserve stand-by ambulance	<input type="checkbox"/> Finalize food/drink sponsors	<input type="checkbox"/> Contact schools & churches for volunteer applicants
6	<input type="checkbox"/> Reserve portable toilets	<input type="checkbox"/> Order T-shirts <input type="checkbox"/> Order race bibs	<input type="checkbox"/> Submit to local publications (weeklys, magazines)
7	<input type="checkbox"/> Set event day schedule (races, activities, awards)	<input type="checkbox"/> Order banners and signs	<input type="checkbox"/> Contact local news and radio stations
8	<input type="checkbox"/> Create volunteer schedule (set-up, during event, clean-up)	<input type="checkbox"/> Buy/prepare first aid kit and supplies	<input type="checkbox"/> Promote your 5K at community events (other runs, street fairs, etc.)
9	<input type="checkbox"/> Print race day registration forms <input type="checkbox"/> Print list of pre-registered	<input type="checkbox"/> Final check that you have everything you need	<input type="checkbox"/> Heavy social media presence <input type="checkbox"/> Promo on local news and radio