Fun Run Checklist

A six-week plan. Start eight weeks out for a first Fun Run or a large school.

6 weeks out: foundation

- [ ] Name the project and set the dollar goal
- [ ] Draft the budget and decide which costs sponsors will cover
- [ ] Pick the event date and a rain date; get principal sign-off
- [ ] Fill the four lead roles: Event Coordinator, Event Promoter, Event Planner, Financial Planner
- [ ] Choose the course: a short loop of about 1/16 to 1/8 mile for elementary

5–4 weeks out: setup

- [ ] Choose a theme and the prize structure (individual, class, whole-school)
- [ ] Get online student pages ready and decide flat donations, per-lap pledges or both
- [ ] Send sponsor asks with a logo deadline for shirts
- [ ] Order shirts, prizes and theme supplies (color powder, glow gear)
- [ ] Plan the kickoff assembly and the parent message schedule

3 weeks out: partners

- [ ] Confirm sponsors and collect logos for the shirt
- [ ] Recruit event-day volunteers by role and shift
- [ ] Confirm the whole-school unlock with the principal

2 weeks out: launch

- [ ] Hold the kickoff assembly
- [ ] Send parents a text and email with the student page link and the deadline
- [ ] Send a first-48-hours reminder to families without a page
- [ ] Post the goal and a progress meter where families will see it
- [ ] Send a mid-window reminder and class-by-class updates

Event week

- [ ] Send the final 48-hour push to parents
- [ ] Share the wave schedule with teachers
- [ ] Mark the course and plan stations, music and shade
- [ ] Set up water and a first aid station with a named lead
- [ ] Confirm the weather call: who decides, by when, and the backup
- [ ] Print rosters, lap counters and signage
- [ ] Confirm the photo opt-out list and the pick-up plan

After the event

- [ ] Collect any per-lap pledges and close donations
- [ ] Tally totals and deliver prizes and the whole-school unlock
- [ ] Thank donors, sponsors, teachers and volunteers
- [ ] Reconcile cash and checks against online totals; confirm the ACH payout
- [ ] Hold a debrief and write down what to change next year

Most often forgotten:

- [ ] A rain date
- [ ] Water and a named first aid lead
- [ ] The thank-you plan for donors, sponsors and volunteers