



Walk to School Day - Wednesday October 7, 2015

City of Los Angeles • Event Checklist

<h3>7 Days Out</h3>	<ul style="list-style-type: none"> <input type="checkbox"/> Obtain the school principal's approval for Walk to School Day event (use Principal Request Worksheet) <input type="checkbox"/> Register event at walktoschoolday-la.org 	<h3>6 Days Out</h3>	<ul style="list-style-type: none"> <input type="checkbox"/> Invite students and parents to participate <input type="checkbox"/> If the school has a listserv, use Parent Outreach Text to announce your event <input type="checkbox"/> Put your event date on school calendar <input type="checkbox"/> Put your event date in school newsletter (use Community Newsletter Text) <input type="checkbox"/> Attend Event Organizer Training online 	<h3>3-5 Days Out</h3>	<ul style="list-style-type: none"> <input type="checkbox"/> Recruit volunteers to distribute and post: <ul style="list-style-type: none"> <input type="checkbox"/> Parent Outreach Flyer <input type="checkbox"/> Walking School Bus First Steps Guide <input type="checkbox"/> Parent Reminder Flyer <input type="checkbox"/> Neighborhood Flyer <input type="checkbox"/> Walking Safety Tips <input type="checkbox"/> Kids Activity Sheet <input type="checkbox"/> Walkability Checklist <input type="checkbox"/> Emails and phone calls <input type="checkbox"/> Hang up posters and banners to greet students 	<h3>1-2 Days Out</h3>	<ul style="list-style-type: none"> <input type="checkbox"/> Make an intercom announcement daily to remind students to walk to school on the day of the event
<h3>Walk to School Day</h3>	<ul style="list-style-type: none"> <input type="checkbox"/> Set up greeting table <input type="checkbox"/> Meet volunteers before event and assign jobs <input type="checkbox"/> Give out incentives <input type="checkbox"/> Take photos <input type="checkbox"/> Count participants <input type="checkbox"/> Be a role model 	<h3>Post-Event</h3>	<ul style="list-style-type: none"> <input type="checkbox"/> Write thank you notes <input type="checkbox"/> Record event information for future reference <input type="checkbox"/> Begin dialogue about future events <input type="checkbox"/> Complete post-event survey 				