

EVENT PLANNING CHECKLIST

6 Months Prior

- Set event date
- Set event location
- Fill out Event Setup Form (on HUB)
- Inquire about park or launch fees
- Reach out to sponsors to help fund the event
- Form planning committee (3-5 people)

4 Months Prior

- Reach out to sponsors to help fund the event

3 Months Prior

- National office opens online registration based on information entered on HUB set up form, registration buttons placed on event webpage
- Register as a volunteer and review confirmation email - let Regional Director know of any changes needed
- Participant flyer and volunteer flyer sent to you by Office (please save email)
- Use flyers to recruit volunteers, participants, and sponsors
- Start inviting shore volunteers, boaters, and participants
- Keep reaching out to sponsors to help fund the event

2 Months Prior

- Plan and confirm lunch for the day of the event
- Plan and confirm a volunteer event photographer for award plaques

6 Weeks Prior

- All sponsor logos to Regional Director (Logos need to be submitted in vector format; EPS, PDF, or AI.)
- Approve t-shirt proof
- Complete Event Order Form
- Half the payment of the C.A.S.T. Event Fee & any event extras ordered due to the C.A.S.T. for Kids Foundation
- Invite local Public Service Groups (Police Dept., Fire Dept., Park Rangers) (optional)
- Make directional signs (if needed)
- Invite media-notify local newspaper (optional)(press release template found in HUB)
- Confirm bait
- Prepare goodie bags (optional)
- Plan for any additional onshore activities (optional)

2 Weeks Prior

- Confirm and inventory all items ordered for the event
- Meet with planning committee to finalize details

1 Week Prior

- Print registration check-in sheets (make 2 copies of each/ landscape print): participants, boat captain, shore volunteer
- Print volunteer sign-in sheet (landscape print)
- Prepare blank pairings lists (2 copies: 1 for Photographer/1 for pairings)
- Print or hand-write name tags using registration software
- Prepare key board (if a boating event with boat launch helpers)
- Gather pens, highlighters, and clipboards
- Print Boater Safety Meeting
- Print Emergency Report Form
- Print Emergency Contact Form

- Visit event site to double-check its readiness (trash-free, confirmed reservation, insect-free etc.)

Day of Event

Prior to Volunteer Arrival

- Print registration lists of participants, shore volunteers and volunteer boaters
- Be sure to bring manual registration lists for each attendee category, pairings/photo list, boater safety meeting sheet and accident forms. Have extra copies. Bring clipboards, pens and highlighters
- Set up registration tables BEFORE shore volunteers arrive. Make sure that everyone has pre-registered. Highlight or mark ALL present attendee's
- Have several "early volunteers" to man registration before volunteers and participants arrive
- Place any directional signs needed
- Check restroom areas to see if stocked and clean

Prior to Participant Arrival

- Pre-assign tasks- Greeters, Life Jacket Station, Bait and tackle station, Photo/pairings area, rod and reel builders, PA system, banners, tents, load and unload crew
- Place all children's t-shirts, rods and reels, tackle boxes and hats as well as volunteer shirts on tables adjacent to registration table. Have volunteers stationed BEHIND registration table
- Use volunteers to sort t-shirts by size and fold
- Rods and reels need to be rigged
- Prepare nametags
- Boater safety meeting needs to start 30 minutes before participant arrival time (all volunteers should attend)
- Explain event timeline and flow to ALL shore volunteers

Once Participants Arrive

- As soon as participants arrive have greeters show them to registration table
- Have volunteers show registered participants to photo/pairings area. Ask children to wear shirts and hats
- Pair children with volunteer at photo/pairings area
- Take plaque photo, record names and number on photo/pairings list
- Fit participant with a life jacket AFTER photo-BEFORE boats or docks (proper fit is important)
- Have loading/unloading crew safely assist participants and parents in and out of boats. Must stay near loading area throughout whole event. Every child must be accompanied by a parent or caregiver.
- Boat launch crew may be needed if ramp is far from event site
- Develop photos - write participant names on plaque covers - place photos in plaques
- Prep tables for lunch and awards
- Make sure that lunch will be ready by 11:00 am (some children will be in early and be hungry)
- Start awards as early as possible - give each child an opportunity to talk about their day
- Thank sponsors
- Take a group photo
- Clean up
- Hand Regional Director all check-in forms and walk-up registration forms.

Post Event

- Send any photos to Regional Director
- Send in remaining event fees to the C.A.S.T. for Kids Office
- Send all sponsors a personal thank you
- Notify local newspaper of great event (optional) (template found in HUB)
- Receive comments and survey results from participant families from the National Office