



## Time Line for Event Planning

Use this timeline to ensure you are getting everything done and staying on track. Most walking and biking events happen in May or October. Start by deciding what time of year you want to do your event and contact your principal.

<u>Weeks before the event</u>	<u>Activity</u>
10-12	Principal Permission
10-12	Contact PTO9-11
10-12	Contact Walk & Bike Mendocino
9-11	Assemble Team (you can do this at any time)
9-11	Pick a Date
9-10	Send Save the Date Card /email to Potential Partners
9-10	Decide on Activities Walk or Ride Possible routes Select Park and Ride Site
8	Prepare Flyer
6-8	Send Letter/Permission Slip to Parents
1-6	Assemble supplies
The BIG DAY	Have FUN!
Week after event	Save Materials and Make Notes on your "Lessons Learned"
Two weeks after	Consider sending thank you notes to volunteers