**20th Annual Sunol Glen Walk-A-Thon**

**Event Day Plan & Schedule**

Schedule

8:15 Deliver Lanyards, water bottles, & labels to classrooms Kindra

10:00 - 10:30 Committee Arrive for Set Up organization WAT Committee

10:30 - 12:00 Set Up Set Up Volunteers

12:00 - 12:30 Pizza lunch for set up volunteers Set Up Volunteers

12:30 - 12:40 Assemble on the field for the WAT All

12:40 - 1:00 Spirit Rally Ms. Mayer & Spirit Squad

1:00 - 1:30 Ribbon Cutting Ceremony Ms. Barnes

1:30 - 2:30 Lap Walking (Ceremony reception for VIPs) All

2:30 - 2:40 Students return to lap walking stations to turn in labels All

2:40 - 2:50 Firefighter Hosedown All

2:50 Dismissal

Set Up

* Volunteers should report to the field for assignments
* Ribbon Cutting Ceremony - **Jannet Benz**
	+ set up 2 awnings
	+ anchor awnigs
	+ set up VIP chairs
	+ stock chairs with foam finger
	+ set up in staff lounge for reception
	+ set up WAT T-Shirt display around edge of awnings
	+ ribbon for ribbon cutting ceremony
	+ decorate scissors?
* Lap Stations & Treats - **Lindsey Schmidt**
	+ set up 2 chairs, station sign, 2 balloons, extra labels, marking pens, and paper for returned labels at each lap station
	+ set up signage, 2 chairs, and lap-treat-specific needs for 5 lap treat stations
	+ cut up watermelon in cafeteria, cover, and leave in walk-in 'fridge
	+ set up 2 awnings (coming from Cheryl), one for face painting and one for food station
	+ move picnic table or get a table for food station
	+ get card tables for face painting station
* Decorations
	+ helium tank should be delivered as close to the field as possible (**Lindsey**)
	+ 2 balloons per lap station and lap marking station (see above) (**Lorrie** has ribbon)
	+ balloon arch for track (tied to the 2 poles by Mr. Hoxie's office) (**Alyson Whitaker**)
	+ 20th Anniversary Walk-A-Thon sign on wall behind Ms. Scroggins Class (**Kindra** is making)
* Other - **Kindra Mendall**
	+ sound system set up - **Don Ball**
	+ spread recycle containers around the field
	+ spread garbage containers around the field
	+ spread watermelon buckets (with pictures of watermelon on them) around field (**who was getting buckets?)**
	+ lay out tarps for students to sit on (**Kindra & Lisa** are bringing tarps); bring stakes and hammers to stake them down in case of wind
	+ volunteers need to help students sit in the proper spots...K/1 in front and older grades in back
	+ hand out foam fingers to parents who want to cheer their students on with them

WAT Logistics Announcement **(Kindra)**

* Lap Label
	+ point out lap marking stations
	+ stop at station after each lap
	+ return label here at end of WAT
* Lap Treat Label
	+ tells you when to stop at which treat station
	+ point out stations (including water)
	+ will be marked off once used
	+ if walk more than on that label, can stop at an activity station after every 2 laps
* Keep our school clean...use the garbage and watermelon rind cans around the track!
* Watch out for smaller kids
* Awards for 1st & 2nd place for each grade...do you best

Clean Up

* Volunteers should report to the field for assignments - look for a committee member
* Walk-A-Thon
	+ pick up trash and dispose of properly
	+ unstake and fold tarps
	+ stack folding chairs on racks
	+ take down awnings and put in staff lounge
	+ take food/coolers back to staff lounge (food in cafeteria 'fridge, coolers rinsed and stacked in lounge)
	+ take down grade-level lap station signs & put in container for next year
	+ collect lap label papers and give to **Lindsey**
	+ take down balloons and give to volunteer's kids :D
	+ move balloon arch to by pick up gate?
	+ take down sound system - **Don**
	+ take watermelon rinds to garden composter, rinse buckets, and stack outside staff lounge
	+ take down lap-event-specific stuff and ask **Lindsey** what to do with it
	+ take down WAT t-shirt display - **Alisa?** (put t-shirts in staff lounge)
* VIP Reception -
	+ clean up cafeteria
	+ put unused paper products away

Volunteers Receive

* Eagle tattoo
* Water bottle lanyard (if there are extras)
* Foam finger (if desired)
* Pizza lunch
* Our gratitude and appreciation :D

People Who Can Answer Questions:

* Kindra Mendall
* Lisa Ball
* Lorrie Ballard
* Alisa Dreyfus
* Lindsey Schmidt
* Jannet Benz