



Logistics and Safety Leader

You are an important part of the Planning Team to ensure Walkers have a fun and safe experience.

Prior to Walk Day

- Plan the Walk route
 - * Map out the Walk route with safety issues as a top priority.
 - * Decide on a registration site for Walk Day with indoor options and ample parking.
 - * Arrange for a PA system and stage for Walk announcements.
 - * Arrange for educational displays and activities.
 - * Designate an alternative end point for seniors and families with small children for a shorter route.
 - * Set up and distribute route markers, caution signs, and safety vests for volunteers (available to order from CWS).
 - * Recruit volunteers to mark the route and assist with registration.
- Acquire Permits, Insurance and Police Assistance if needed
 - * Clear proposed route(s) with local authorities and request necessary permits from city officials.
 - * Contact CWS for an insurance certificate, if needed.
 - * Request police assistance as the Walk begins and at dangerous intersections.
- Arrange Rest Stops, Refreshments and Volunteers
 - * Plan for rest stops along the entire route to provide water and restroom facilities. Provide trash receptacles at rest stops and refreshments.
 - * Coordinate volunteers for all rest stops.
 - * Secure van drivers and ask several people with cell phones to coordinate in patrolling the route and monitoring walkers taking more time.
 - * Know where the nearest medical/emergency facility is in case of emergency.
- Brief Team Captains at their Orientation meeting
 - * Share route map and discuss the pre- and post- Walk activities planned.
 - * Remind them that for safety reasons, no recreational vehicles are allowed (bicycles, roller skates, rollerblades, skateboards). Wagons to pull youngsters, strollers and wheelchairs are welcome.

Walk Day

- Provide route maps and instructions for Walkers.
- Distribute a contact list to Walk organizers to be used for coordination and emergencies.
- Arrange for tables and chairs to use for registration, t-shirt distribution, and other onsite activities.
- Set up refreshments before and/or after the Walk.
- Set up registration tables.
- Create a festive atmosphere – photo booth, music, games, displays, banners, provide CROP stickers to identify all Walkers, etc
- Remove all route markers and signage at the end of the Walk.
- At registration, make sure all Walkers sign in. Send all sign in data to CWS after the walk.