

# Cops on Top Checklist

## 6 Months out:

- \_\_\_\_\_ Meet with the business owner
  - \_\_\_\_\_ Set date and time for event: \_\_\_\_\_
  - \_\_\_\_\_ Ask for their ideas for the event; how can the event be successful for you and them?
- \_\_\_\_\_ Determine who will be doing what for the event
  - \_\_\_\_\_ On the Roof: \_\_\_\_\_
  - \_\_\_\_\_ Ground Coordinator
  - \_\_\_\_\_ Other event planners/organizers
- \_\_\_\_\_ Brainstorm Ideas with ground coordinator (how long will the event occur what times do you want to operate the collection point, ect...)  
\_\_\_\_\_  
\_\_\_\_\_
- \_\_\_\_\_ Talk with Special Olympics coaches and Area Director to solicit support.  
***We will be doing \_\_\_\_\_ on \_\_\_\_\_ please reserve the date.***

## 3-4 Months out:

- \_\_\_\_\_ Solicit incentives for event volunteers  
***I would like to collect \_\_\_\_\_ incentive prizes for the following***  
\_\_\_\_\_  
\_\_\_\_\_
- \_\_\_\_\_ ***I will need to following items to make this event successful (support tee-shirts, hats, collection device, tents, tables)***  
\_\_\_\_\_  
\_\_\_\_\_
- \_\_\_\_\_ Pre-Event Fundraising (Banners – these will generally take a week to print)  
***I want to do the following pre-event fundraising: \_\_\_\_\_***  
\_\_\_\_\_
- \_\_\_\_\_ Contact Media, ask for support and suggestions.  
***How can they help with the events success: \_\_\_\_\_***  
\_\_\_\_\_

*1 Month out:*

\_\_\_\_\_ Recruit volunteers for collection point  
***We would like volunteers to assist us for \_\_\_\_\_ hours on the following dates. I am going to first contact the following People: \_\_\_\_\_***

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\_\_\_\_\_ Plan and put together promotional media  
\_\_\_\_\_ Flyers                      \_\_\_\_\_ media release  
\_\_\_\_\_ PSA's                      \_\_\_\_\_ Email notifications

\_\_\_\_\_ Confirm with local teams, coaches and area directors that they will be available to assist you with your event.  
***We would like to have athletes at our location on \_\_\_\_\_ from \_\_\_\_\_***

\_\_\_\_\_ Contact a cellular provider and see if they will donate phones for you to use for this event. If so, get try to get the phone numbers.

*Day before event:*

\_\_\_\_\_ Send out reminders to all volunteers, thanking them for the commitment they made to your event.  
\_\_\_\_\_ Gather all materials in one location for the event.  
\_\_\_\_\_ Set-up supplies that will not be damaged by weather, or vulnerable to theft  
\_\_\_\_\_ If using banners hang them the evening before the event is to start.  
\_\_\_\_\_ Pick up cellular phones that are donated for the event.  
\_\_\_\_\_ Test the phones to make sure that they work.