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:______________*

__________________________

______ 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.