

Coordinator's Checklist:

Organize Torch Run:

- Contact and meet with all Law Enforcement agencies within area (Police Department, SO, KHP, KBI, Parks and Recreational Services, Military, etc.)
- Date, start and end time, distance and run route determined
- Submit Run Route Information form to Special Olympics Kansas by **April 1st**. Email to letr@kssso.org or fax 913.236.9771.
- If connecting with other Legs, work with those leg coordinators on torch pass-off, meeting time, location, etc.
- Arrange escorts, support vehicles, and drivers for support vehicles. Have at least one marked car in the lead and one in the rear of your run.
- All runners and escorts **must** register by **May 1st** and raise a minimum of \$50.00.
- Shirts are sent to Leg Coordinator one week prior to the event for participants who have registered by May 1st.
- Communicate and ensure that safety is #1; the person holding the torch sets pace.

Promote Torch Run to increase the number of participants

- Contact and invite local Special Olympics athletes and coaches to participate in event
- Have your PIO send a media alert to your media outlets (traditional/social).

Organize the Ceremony

- Invite local dignitaries and LETR sponsors/ supporters to ceremony. (For example the Police Chief, Sheriff, Mayor, elected city officials, etc.)
- Make arrangements for the pre or post-run ceremony
- Prepare the agenda and establish speakers for the ceremony
- Invite local LETR sponsors/ supporters to the ceremony

Items you will need:

- torch & wick—contact Special Olympics Kansas
- fuel
- lighter
- Food & Drink Suggestions- ask for donations from local businesses
 - water
 - fruit
 - sports drinks
 - sandwiches
 - granola bars
 - candy bars
 - napkins, silverware, etc.
 - ice/cooler

Optional Items:

- photographer
- sound system for ceremony
- LETR banner
- sponsor banners