

TO
PRINT

Printing for Walk

Please note, not all of these will pertain to your Walk location.

ITEMS TO PRINT BEFORE WALK DAY

• For your backup binder

- Copy of insurance
- Copy of any permits
- Copy of gaming licence
- Copy of venue/park contract
- All vendor contracts
- Guide for using the POS Machines
- Infection control policy
- Risk management package

• For signage

- Local sponsor signage
- Food sponsor thank you signage
- Team thank you signage
- Committee recruitment poster
- Raffle signage
- Washroom signage

• For registration

- Registration QR sign up poster
- Donation QR code poster
- Paper pledge sheets
- Paper registration sheets
(limited as we ask to use online form first)
- Route maps
- Site maps
- Kid's cape pickup sign
- Rose baseball hat pickup sign
- Bandana pickup sign

• Additional items

- Top fundraiser & top team & sponsor certificates
- Bid sheets / QR codes for raffles
- Volunteer instructions for the different stations
- Volunteer lanyards/name tags
- Volunteer check in template & policies for back up
(if you have new volunteers show up)
- How to set up arch instructions
- How to set up tear drop flags instructions
- Photography shot list

+ **Anything custom or pertinent to your local walk!**

ITEMS TO PRINT THE DAY BEFORE WALK DAY

- Final participant list *(multiple copies)*
- Final team list (participant list sorted by team)
- Final Volunteer registration list
- Run of show
- Schedule of the day
- Key contacts sheet *(multiple copies)*
- Opening Ceremony script *(multiple copies)*