

7 DAYS OUT

- Obtain the school principal's approval for Walk to School Day event (use Principal Request Worksheet)
- Register event at walktoschool.lacity.org

6 DAYS OUT

- Invite students and parents to participate
- If the school has a listserv, use Parent Outreach Text to announce your event
- Put your event date on school calendar
- Put your event date in school newsletter (use Community Newsletter Text)
- Attend Event Organizer Training online

3-5 DAYS OUT

- Recruit volunteers to distribute and post:
 - Parent Outreach Flyer
 - Walking School Bus
 - First Steps Guide
 - Parent Reminder Flyer
 - Neighborhood Flyer
 - Walking Safety Tips
 - Kids Activity Sheet
 - Walkability Checklist
- Emails and phone calls
- Hang up posters and banners to greet students

1-2 DAYS OUT

- Make an intercom announcement daily to remind students to walk to school on the day of the event

WALK TO SCHOOL DAY

- Set up greeting table
- Meet volunteers before event and assign jobs
- Give out incentives
- Take photos
- Count participants
- Be a role model

POST-EVENT

- Write thank you notes
- Record event information for future reference
- Begin dialogue about future events
- Complete post-event survey

WALK TO SCHOOL DAY October 10, 2018

Event Checklist



Contact Us: ladot.saferoutes@lacity.org

For information and additional event resources: walktoschool.lacity.org