

# Vancouver USA Volkssporters

## EVENT CHAIR (TRAILMASTER) CHECKLIST FOR REGULAR (HOSTED) EVENT

- A. Initial Actions for Establishing an Event – 7 to 18 months before event date
1. Select a possible event to propose to the club, or accept Event Chair position for an event already approved by the club.
  2. Select a good starting point & get approval to use it:
    - a. Fits theme of the walk
    - b. Restrooms & water available
    - c. Shelter for registration, starting, & finish.
  3. Decide on a general route for the walk in order to determine walk length & difficulty.
- B. Initiate sanctioning of the walk using the AVA web page no later than 90 days before planned event date (earlier sanctioning is more desirable) & start advertising the event as early as possible.
1. Fill in the desired date(s), type of event (walk, bike, swim, etc.), distances (usually 10 km & 5 km routes), Starting Point, city & state where event will occur, point of contact information, and directions to the Start Point.
  2. Check the AVA site in about a week to see if the walk has been sanctioned.
  3. Add additional details about the walk to the AVA event sanction request (whether strollers & handicapped persons can use route, additional insured certificate if needed, etc.).
  4. Make a copy of the fully sanctioned event with a sanction number.
  5. Add any additional descriptive information to the AVA web page that will create interest in the event.
  6. Prepare a flyer to be distributed by club members at events preceding the subject club event.
  7. Prepare event ad for the Northwest Pathfinder & send to ESVA prior to the published deadline for the Pathfinder publication that will present the advertisement.
- C. Refine the walk route by about 1 month or earlier from the planned event date.
1. Decide the exact routes for each walk distance sanctioned.
  2. Get approval to use trails or cross property where necessary.
  3. Measure the routes accurately.
  4. Select good checkpoint(s) with shelter, water, & restroom, and get approval to use it.
  5. Make a walk map and write walk directions for each walk distance.
  6. Check routes for any potential problems about 2 weeks before the event.
- D. Pre-Event administrative actions
1. Draft a schedule of volunteers positions by duty & time (e.g., Registration 8:00 to 10:00 am) 1 to 2 months before the event.

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2. Solicit volunteers from the club & other sources starting 1 to 2 months before the event.
  3. Organize a Workers Walk, when necessary, about 2 weeks before the event.
  4. Make a list of supplies and refreshments needed about 2 weeks before the event.
  5. Check with club officers to insure Event Stamp arrives no later than 1 week before the event.
  6. Arrange with Club Treasurer 1 week prior to the event to have \$30 to \$70 in \$1 bills.
  7. After refining maps & directions, make sufficient copies of each no later than 2 days before the event.
  8. Pick up supplies from Club Storage at least 2 days before the event : Registration Box, Checkpoint Box(es), trail marking material (arrows & ribbon) color coded to each route distance, Volkswalk directional signs, trail marking & stripping tools & supplies (stapler, tape, zip ties, etc.), tables, chairs, water jugs, paper cups, doggie water dishes, IVV/AVA flag, club flag, & pop-up shelter when needed.
  9. Check contents of Registration & Checkpoint Boxes against the checklist on their covers to ensure all the needed items are there.
  10. Pick up hard candy if not already in Registration & Checkpoint boxes.
  11. The day before the event, pick up ice for water jugs, if needed, & any refreshments to be offered.
- E. Brief your trail marking team & mark the trails with them the day before the event.
1. Mark every trail for the person doing their first walk event.
  2. Place directional arrows for each route at the Start Point to get people started in the right direction.
  3. Use double arrows to indicate turns to the right or left.
  4. Use single arrows and/or colored tape to ensure walkers' confidence they are on the trail.
- F. Day of Event actions
1. You are in charge of the trails, so ensure that any deficiencies are corrected.
  2. Check trail early before the event start time to correct for vandalism & weather effects on markings.
  3. Ensure the Checkpoint is specially marked.
  4. Establish a means of communicating with Start/Finish & Checkpoint volunteers & ensure all have your cell phone number.
  5. Ensure requested supplies and other items get to the Checkpoint.
  6. Brief your trail stripping team, provide them with the tools they will need, & start them on their task when you are sure that markings will not be removed before the last walker needs to see them.
  7. Check the trails yourself within a day or two of the event to ensure markings have been removed.
  8. Willingly accept constructive criticism – it may help you next time you are an Event Chair (Trailmaster).