# Walk to School Day - Wednesday October 8, 2014
**City of Los Angeles • Event Checklist**

## 7 Days Out

- ☐ Obtain the school principal's approval for Walk to School Day event (use **Principal Request Worksheet**)
- ☐ Register event at walktoschoolday-la.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