

TIPS FOR ORGANISING A WALK (FLAT OR HILL)

PRE-PLANNING

- Form a working group and agree roles and responsibilities for each person.
- Agree a timeline and set targets to ensure the event runs smoothly.
- Get in touch with *Get Ireland Walking* as they may have some useful resources.

PLANNING



Budgeting: Do you have a budget to run the event? Is the event a fundraiser that will be self-financing? Make a list of the upfront costs involved and any expected income.

Sponsorship: Local businesses may be willing to offer sponsorship for your event. Financial sponsorship or in-kind sponsorship (eg: water, refreshments, fruit) can often be secured. It is important to acknowledge your sponsors during event promotion and post event.

Date & Time: Choose the day and time of day carefully. Consider factors that may hinder attendance to the event. Also consider the availability of volunteers.

Volunteers: Consider how many volunteers will be needed to run the event. Take into account requirements for marshalls, registration staff, food team etc. Hi-vis may be necessary for some/all volunteers.

Distance/Route: Decide on the distance/difficulty of the walk. Consider the people you wish to attract. Ensure that the route is well sign-posted on the day.

Facilities: For the start/finish of your event an accessible space is essential with toilets, changing areas, power points and parking. Partner with local facilities if possible.

Promotion: There are many ways to promote events including; social media, local newspapers, local radio, newsletters, posters, flyers, websites.

Registration: It may be a good idea for people to sign up before the event. Consider whether to offer online registration. This will give an idea of the numbers attending the event, can help with cash flow, will enable collection of essential details such as emergency contact, any medical conditions, and is also a great way to promote the event. Remember a coin/cash float if taking registrations on the day.

Sponsorship cards: If the event is a fundraiser sponsorship cards may be issued to participants in advance.

Water and Refreshments: Water and refreshments may be needed, depending on the time of year and the distance/intensity. These are always very welcome.

Signage: Good signage directing people to the event is important and also helps to promote the event in the lead-up.

Traffic Management: Consider parking, getting to and from the event and participant safety during the event.

On the day: Be organised, start the event on time and be enthusiastic.

ESSENTIAL AND LEGALITIES CHECKLIST

Risk assessment: Completion of a risk assessment will identify potential risks and actions to be taken to help reduce risk. This is often required for insurance purposes also.

Permission: Gardai the local authority and/or landowners may need to be informed of the event depending on the location. Permission may be necessary.

Insurance: Check your organisation's insurance cover and ensure that the event is adequately covered.

First Aid: Qualified first aiders will be required.

Child Welfare: Consider appointing a Child Welfare Officer who is suitably trained and vetted. This person would be responsible for child welfare on the day e.g. lost children. Also ensure there is appropriate permission for taking and use of photographs.

Dogs: Consider the risks associated with permitting dogs at the event. Make an informed decision and ensure this is clear to all participants. *Guide dogs must be permitted.*

Most importantly, have lots of fun!