



### Organization Checklist

- Determine event day/time** – The contacts listed below can give you some direction on whether the Saturday or Sunday would work better and an appropriate time, based on other events on campus that day.
  - Athletics event manager
  - Athletics marketing director
  - Campus recreation/wellness director
  
- Determine course** – The contacts listed below can give you guidance on an appropriate three-mile course based on where you want to start and end, as well as provide assistance setting up a safe route.
  - Campus recreation/wellness director
  - Campus safety director/police chief
  - Local running club
  - Track/cross country coach
  
- Determine donations collection procedure** – As the event day gets closer, we will post additional suggestions and guidelines regarding collection and disbursement of funds. Every campus has different procedures, so connecting with the athletics business manager is a good place to start.
  - Athletics business manager
  - Develop press release
  - Athletics marketing director
  - Basketball sports information director
  - Campus recreation/wellness director