



# Fundraising Walk Timeline

## Pre-Walk Organization

	Task	Person
<b>Month 6</b>	<input type="radio"/> Recruit Walk Coordinator	Director
	<input type="radio"/> Read LifeSteward's <i>Walk Manual</i> (if applicable)	Walk Coordinator
	<input type="radio"/> Decide on theme	Director & Walk Coordinator
	<input type="radio"/> Select your walk location	Walk Coordinator
	<input type="radio"/> Confirm Insurance	Director
	<input type="radio"/> Sign up for FundEasy	Registration Manager
	<input type="radio"/> Design Save-the-Date postcards/emails	Walk Coordinator
	<input type="radio"/> Recruit walk team	Walk Coordinator

## Promotion

	Task	Person
<b>Month 5</b>	<input type="radio"/> Decide on print material and t-shirt design	Walk Coordinator
	<input type="radio"/> Compile a Church List	Church Liaison Coordinator
	<input type="radio"/> First Walk Team Meeting	Walk Coordinator
<b>Month 4</b>	<input type="radio"/> Enlist Board, Staff, and Volunteers	Walk Coordinator
	<input type="radio"/> Order printed materials and t-shirts	Walk Coordinator
<b>Month 3</b>	<input type="radio"/> Finalize printed materials	Walk Coordinator
	<input type="radio"/> Invite past walkers via FundEasy	Walk Coordinator
	<input type="radio"/> Connect with churches	Church Liaison Coordinator
	<input type="radio"/> Email liaisons & walkers ( <i>weekly in FundEasy</i> )	Walk Coordinator



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## Registration

	Task	Person
<b>Month 2</b>	<input type="radio"/> Mail Walk brochure	Walk Coordinator
	<input type="radio"/> Kick-off rally	Church Liaison Coordinator
	<input type="radio"/> Church presentations	Staff & Liaisons
	<input type="radio"/> Contact individuals	Walk Coordinator
	<input type="radio"/> Walker Registration ( <i>on-going in FundEasy</i> )	Registration Manager
<b>Week 4</b>	<input type="radio"/> Walk site team meeting	Walk Coordinator
<b>Week 3</b>	<input type="radio"/> Customize invoices/receipts in FundEasy	Bookkeeper
<b>Week 2</b>	<input type="radio"/> Email a reminder to all walkers via FundEasy	Registration Manager
<b>WALK</b>	<input type="radio"/> <b><i>Walk-a-Thon Event!</i></b>	Walkers

## Post-Walk Wrap Up

	Task	Person
<b>WALK</b>	<input type="radio"/> Thank You/Clean-Up pizza party	Walk Coordinator
<b>Week 1</b>	<input type="radio"/> Data entry into FundEasy	Walk Coordinator
	<input type="radio"/> Print invoices and receipts via FundEasy	Walk Coordinator
	<input type="radio"/> Send follow-up Thank Yous via FundEasy	Walk Coordinator
	<input type="radio"/> Contact walkers w/o sponsor	Walk Coordinator
<b>Week 2</b>	<input type="radio"/> Record pledge payments into FundEasy	Bookkeeper
<b>Week 3</b>	<input type="radio"/> Walk management reports via FundEasy	Walk Coordinator
	<input type="radio"/> Send Thank You letters/emails with initial results	Director
<b>Week 4</b>	<input type="radio"/> Pay all vendors	Director
<b>Week 6</b>	<input type="radio"/> Second Sponsor Billing	Walk Coordinator