

Guidelines for Traditional Event Coordinators

At least six months before the walk date:

Select a date for your walk from those reserved for the Falcon Wanderers' or pick and reserve an open date on the Rocky Mountain Regional Calendar. Consider weather conditions and trail amenities (shade, drinking water, bathroom access) for the date you select.

Select a location for your walk that has scenic or historical interest, and enough area for at least a 10 kilometer trail. Consider pedestrian safety and busy street crossings, topography and difficulty of the trail, seasonal conditions, and bathroom and water opportunities. Initially, you may want to drive the route and review on a map. Walk the proposed route, and measure the distance. The Trailmeister can assist with the trail location and routing.

Establish a Start/Finish location that is easily accessible, has generous parking (preferably free), and has restrooms and water available. There should be an area suitable for a start/finish, where tables can be arranged for registration, finish stamp, brochures, and merchandise sales. You will need space for 3 to 4 six foot tables, with two chairs per table. Park pavilions or the club tent suffice in summer, but use of fire stations, community centers, churches, or schools are advisable in cooler months. Inquire if donations or rental fees are required for facility use, and secure approval from the club Executive Board before making any commitments.

Establish locations for manned checkpoints along the trail routes, if feasible. The checkpoint area should be accessible for the workers and the water and supplies that they need. The area should provide shelter, accommodate one four foot table with two chairs and ideally have restroom facilities nearby. Sometimes a business will agree to host a small checkpoint table, if walkers might become customers, but inquire if the store expects a fee or donation for their assistance. Unmanned checkpoints are acceptable, with the walker recording an address or name along the trail. Access to rest rooms is preferable, but not required.

At least four months before the walk date:

The event should be sanctioned with AVA at least 90 days before the date of the walk. Provide the date and times of the event, start location (name, address, zip code), walk distances, name of the point of contact, address, zip code, phone number and e-mail address to the Trailmeister, who will submit the request to the Rocky Mountain Regional Director for approval and AVA assignment of a sanction number to the event.

Decide if you wish to develop a specific award for your event. You can design an award featuring a scene from the trail, noting a holiday or other celebration, or the logo of a co-sponsoring group (with permission). Awards can be medals, pins, patches, walking staff shields, or any creative item you choose, but cost is a major consideration, and any award design must be presented to the Executive Board for approval. In recent years, most of our walks have been "credit only" due to high award costs with minimum purchase requirements, and the lack of participant interest in awards. (See the Award Worksheet Guide)

A brochure detailing the walk information must be produced and our club goal is to publish it 90 days before the event. This ensures plenty of time to advertise the event and get it on walker's calendars. The brochure must meet specific AVA guidelines, and contain the date, times, location, distance(s), trail difficulty, map and directions to the start point, recommendations for pets, strollers and wheelchairs, any special registration fees, description and image of the award, point of contact information, eligible Special Programs, and a pre-registration form. A brochure worksheet addressing all of the necessary information will be provided for you to complete and return to the Brochure Manager. He will also provide an award worksheet (if applicable), requesting a copy of the award design to replicate on the cover of the brochure. Brochures are distributed to our members, and printed copies are available at club meetings and events. Copies are also mailed to other Rocky Mountain Region clubs, and select local organizations and medical offices.

In conjunction with the completion of the Brochure Worksheet, the Event Coordinator should complete the detailed Event Sanction Form and submit it to the Trailmeister to update the AVA website with the detailed and complete information on the upcoming event (See attached form).

At least one month before the walk date:

Carefully walk the trail(s), measure distance(s) and check the route directions for accuracy. Your trail directions should include a map, copyrighted walk instructions, and POC information. Work with the Trailmeister, if possible, as he will approve your walk route and instructions. Discuss with the Trailmeister what necessary supplies will be needed, and decide whether the trail needs to be marked in addition to the instructions, and who should be responsible. It is advisable to walk the proposed trail(s) several times, and especially within a week of the event. Construction, closures, and adverse weather conditions can affect the use of the route, and whether revisions are necessary. Review all facility use permits and permissions obtained, and secure any additional liability insurance. Re-verify that rest rooms will be unlocked, or port-a-potties will be available. Send the final walk instructions and map to the Copier Custodian for copying.

On the day of the event:

On the day of your event, arrive an hour early to help set up the start/finish area, mark trail, and ensure that manned checkpoints are staffed and have necessary supplies. You are the host, and should remain at the start/finish location, greeting walkers, and helping the volunteer workers.

4 Atch

1. Brochure Worksheet
2. Award Worksheet Guide
3. Copyright & Accident Notification Box
4. Event Sanction Form