



FAMILIES. RESEARCH. CLINICS. COMMUNITY. WITH YOU FOR THE JOURNEY.

ASF WALK2023

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| Coordinator: Have Team Leaders in Place: 1. Registration, |
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| 2. Publicity, 3. Raffle & Fundraising, 4. Sponsorship, 5. |
| Refreshments. Be sure to forward "Team Leader |
| Responsibilities" forms, which can be found in the online |
| Toolbox. Or contact Kitty. |
| |

Feb. 27Raffle & Fundraising Teams: Begin (if you haven't already)
soliciting in-kind donations for raffle and food teams.

MARCH 2023

| Mar. 7 | Kitty: Email Refreshments Webinar Link to all Coordinators. Please watch and share with Refreshment Team Members. | Apr. 4 | Ki t se by |
|---------|--|--------------------|-------------------------|
| Mar. 13 | Refreshments Team : Have names of all potential in-kind sponsors targeted and listed. Have a complete list of items needed for your Walk. Encourage team to make personal asks (rather than mailing). | | cc int to otl |
| Mar. 20 | Sponsorship Team : Follow up all outstanding, prospective corporate financial sponsors. Close all the loops. | Apr. 17 | Wa ap |
| Mar. 21 | DEADLINE! Kitty to have Public Service Announcements and radio spots out to Coordinators. | | EA |
| | Publicity Team Webinar link sent to all Coordinators. Please watch and share with Publicity Team Members. | Apr. 18- May 20 | Pri for sh ho |
| | | Apr. 25 | Pu Co |

Have an idea for an event?

Feb. 7

We are so grateful for people who plan and host their own events as fundraisers for ASF. If you have an idea, contact Kitty Murphy kmurphy@angelman.org.

For more information, visit angelman.org/make-an-impact/fundraising-for-asf



APRIL 2023

Kitty: Registration Team Training Webinar. Live training ession for volunteers. A link will be sent to all Coordinators by April 7,

COORDINATOR RAFFLE! Coordinators with the most nteractive Walk Facebook page will be entered into a raffle o receive a Photo Booth & Props for their Walk Site (or other entertainment valued at \$1,000).

SPONSOR DEADLINE for appearance on national ASF Valk t-shirts. Sponsorships received after this date will not ppear on Walk t-shirts. All other benefits still in place.

AST DAY for guaranteed home delivery before ASF Walk

ARLY-BIRD DEADLINE! Prices increase tomorrow!

Price increase and registrations with t-shirt not guaranteed or home delivery before Walk day! Prices: \$35 adult with hirt, \$25 adult without shirt, \$25 kids with shirt mailed to nome, \$15 kids without shirt, AS individuals are free.

Publicity Team: Set up and/or update local media contacts. Come up with stories to pitch to local media. Get your local contacts.



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MAY 2023

| May 1 | GUARANTEED SPONSORSHIP SIGNAGE DEADLINE. After this date, we cannot guarantee that sponsorship signs will be on display at event. All other benefits still in place. DEADLINE! Publicity Team: Send press releases out if not done already. Send twice this month. | | | |
|--------|--|--|----------------------------------|---------------|
| May 2 | DEADLINE! Coordinator: Ensure all volunteers are registered online. DEADLINE! Kitty to send second (final) mailing to coordinators | | Asf Walk Walk-up AS indivi | reg |
| May 3 | CHECKLIST DUE! Coordinator : Event day site layout finalized. ASF Walks happen rain or shine. Be ready with a rain plan (i.e., go inside or meet under pavilion. | | Coordi insuran | |
| | Refreshment Team: Supplies assessed, team trained and final plan of action ready for weekend. Send confirmation email to all volunteers. Raffle Team: Prizes ready, team trained and final plan of action ready for weekend. Send confirmation email to all volunteers (one person on team should attend registration | Registrati cashier's match gift FedEx bo | | ''s c gift |
| May 15 | training). Registration Team: Attend online training. New procedures, new check-in system with financial link to thermometers. Meet this week to get logistics set for the Walk. Put a | | May 24 | C |
| | first-aid plan in place. Ssend confirmation email to all volunteers. Publicity Team: Final calls and pitches to local media contacts. | | May 30 | |
| May 19 | All Team Leaders : Friday evening setup (if possible) with volunteer-specific assignments. | | | С Т с |

MAY 2023

May 20 - WALK DAY

Have a blast!! You have earned it!

Asf Walk t-shirts available by order. T-shirts are NOT available on site. Walk-up registrations fees: \$25 Adults, \$15 Kids under age 12, AS individuals are free. Walk t-shirts must be ordered separately.

Coordinator: Be sure to bring City/Site permits and certificate of insurance with you to site. Keep in safe place, in case you need them.

END OF DAY Before going home!

Registration Leader: Prepare ASF FedEx Box (Include: All checks, cashier's check for total amount on report, check endorse stamp, match gift forms and any other documentation/notes for ASF. Bring FedEx box to a drop off location immediately, or Monday at latest!

May 24 DEADLINE! All Walk FedEx Boxes must be received by ASF. Contact Kitty ASAP if delayed.
 Sponsor & Fundraising Teams: Thank you letters to all sponsors are sent.
 Coordinator: Fill out your expense reimbursement form and turn in all receipts. Expense reimbursement forms are in located in the Coordinator Toolbox.
 Coordinator: Schedule your wrap-up meeting with leaders. Thank them for their dedication and sacrifice. Get feedback on ways to improve.

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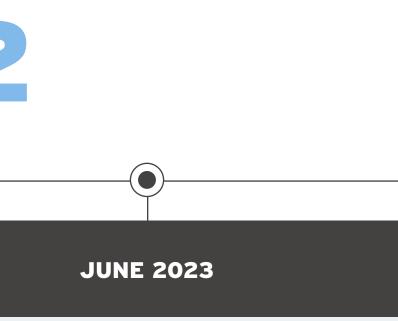
Jun. 12 Top 2 highest individual fundraisers announced. Each will receive something to bless the AS individual with an experience you can enjoy together. Valued at \$750, Two rooms at nearest Kalahari Resort?

Top 2 highest fundraising teams announced. Each will receive (thoughts? — A fancy team trophy and photo shoot? \$750 to go toward team party?

Jun. 30 V

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Top 2 Walk sites announced. Coordinators each receive a \$500 Visa gift card, plus another \$500 Visa gift card to spend thanking leaders and volunteers.

Coordinator: Contact ASF to sign up to coordinate 2024 Walk.

