6-9 MONTHS OUT:

1. Set a date and select a venue
   - Pay attention to other race dates and locations in the area
2. Find Sponsors
   - Corporate/businesses
   - T-shirt sponsor
   - Race sponsor- Running Club/Local Fitness Store
   - Finish Line Sponsor
   - Corporate sponsors are good to solicit the 1st of the year
3. Organize a team of volunteers
   - Reach out to family and friends for support and ideas
4. Create advertising materials for the event
   - Keep materials easy to read- Not too busy and wordy
   - Include information like: Name of event, date, time, location, cost, contact information
   - Ex: Flyer, Social Media, Email, Invitations, Registration form, etc

3 MONTHS OUT:

1. T-shirts- Design and order
2. Medallions- Design and order
3. Hold a meeting with volunteers
   - Assign specific tasks to specific people
4. Registration Materials
   - Set a registration date and cost
   - Create a registration form and an online link
5. Reach out to MPS families
   - Ask for help, support, and tips

2 MONTHS OUT:

1. Solicit local donations for raffle/silent auction
2. Advertise!
   - Hang flyers at local businesses, schools, community boards, Running Clubs, Fitness Stores, Local Gyms/Fitness clubs, etc
   - Social Media- Create a Facebook event
3. Course Layout
   - Decide what the route for the race will be
   - Create a race map
   - Involve local police
   - Invite paramedics to event

Refer to the National MPS Society's Walk/Run Guide for more in-depth information.
TIPS:

- Use the Walk/Run Guide from The National MPS Society
- Attend a walk/run in your local area for ideas
- Recruit lots of volunteers! You can never have too many!
  - Ex: Boy Scouts, Local Churches, Service Organizations
- Consider other entertainment at the event
  - Face painting, yard games, music, etc
- Consider getting food/water donations from local grocery stores to give out to the participants
- Make sure you have water stations set up on the race course
  - Have volunteers at each water station
- Consider creating a website for your event
- Consider contacting a local TV or radio station to advertise for your event
- Recognize guests who are affected by MPS or ML at your event
- Invite doctors and researchers who specialize in MPS or ML
- Recognize all donors at the event
- Send thank you notes to all donors
  - Include amount of money raised

Refer to the National MPS Society’s Walk/Run Guide for more in-depth information.