

PLAYBOOK: Chapter 6

Event Day and Wrap Up

GOAL

It's here! Ensure everything is in place for Event Day. Once Spin4Kids is over, wrap up and celebrate!

GAME PLAN

Event Leader

Have everything set up at least 30 minutes before check-in begins

Greet Participants and follow Check-in Desk Process. Monitor throughout the day to make sure all is going to plan

Wrap up: Celebrate your success, deposit all donations to GLKF's at RBC; send deposit slips, completed pledge forms, and waivers to GLKF

Club Champion

Support Event Leader and monitor throughout the day to make sure all is going to plan

Wrap up: Thank all Volunteers, Participants, and Members from your Club

DOWNLOADABLE RESOURCES

Check-In Tracker

Spin4Kids Documentation –
Why We Need It

Depositing Funds to GoodLife
Kids Foundation



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Wow, it’s hard to believe the big day is finally here. You’ve put in a lot of hard work over the past few months. Finish strong — make sure everything goes according to your plan on Event Day.

It’s show time!

Night Before:

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| | Double check that your volunteers know where and when they are expected |
| | Does your MC have their speaking notes? This should include recognition of National and Local Sponsors |

Before Participants Arrive:

REMINDER — Participants will begin to arrive 30 minutes prior to event start so be ready to go!

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| | <p>Set up your Check-In Desk. You’ll need to have these items on hand</p> <ul style="list-style-type: none"> • Event signage • Pens, pencils, highlighters, markers • Large and small envelopes • Tape, staplers, staples, paperclips • Participant lists • Printed waivers for anyone not registered online • Blank pledge forms • Cash box, calculators • Tablecloth • Computer if you have access to one (with internet access) |
| | Greet Vendors and direct them to where they can set up |
| | Place National Sponsor signs, GLKF signs, and balloons in high visibility/high traffic areas (NOT on the stage) |
| | Put up any additional decorations |
| | Set up your refreshment area (if you have refreshments) |
| | Post the Notice of Photography and Filming poster |
| | Ensure your activity spaces are ready to go: lights on, mics ready, and equipment set up. Turn on some music to make the space more inviting |
| | Ensure volunteers know who the spokesperson is should any media attend the event |
| | Vendor activation area – see Vendor Policy & Guidelines |

When Participants Arrive:

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| | Greet them and thank them for taking part in Spin4Kids |
| | Follow the process for checking in outlined in the Check-In Tracker document |
| | Direct Participants to their activity space |

During the Event:

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| | As a session is underway, get ready for the next group of Participants to arrive |
| | Put donations in a secure location for counting later |
| | Check in with your Vendors to ensure they feel they are an important part of your event |
| | Welcome/train any new volunteers who have arrived |
| | Have volunteers ready to move any equipment at the end of sessions as necessary |
| | If you have multiple cycling sessions, have volunteers clean seats and handle bars after each session |

Immediately After the Event:

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| | Take down all decorations. Put equipment back where it belongs. Put away tables and chairs |
| | Secure all money, pledge forms, and waivers to be processed and sent to GoodLife Kids Foundation |
| | Thank your volunteers! |

Wrap Up:

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| | Celebrate your success with your organizing committee |
| | Ensure all cash/cheque donations are deposited in the GoodLife Kids Foundation account at RBC by Monday, November 18 |
| | Send deposit slips, completed pledge forms, and waivers to GoodLife Kids Foundation at Home Office by Saturday, November 30 . Use the GoodLife Kids Foundation envelopes provided |
| | Donors who made a cash or cheque donation of \$20+ will receive their income tax receipt 6 to 8 weeks after the event |
| | Original pledge forms must be sent to GLKF for tax receipts. Send in bag run |
| | Deadline for fundraising to earn rewards is Saturday, November 30 . Participants will be sent their rewards by mail approximately 4-6 weeks after the deadline |

Questions?

Check out our [Event Leader FAQ](#) on the [Event Portal](#). If your question isn't there, reach out to us at events@goodlifekids.com. We're happy to help!