

CASANA Walk for Children with Apraxia of Speech  
 Unlock our Voices, Open our Future  
 2010 Timeline for Small Walkathons (25 - 100 people)

|                               |   |
|-------------------------------|---|
| 2-6 months prior to walkathon | Secure date and location for walkathon  |
|                               | Discuss walk plans with CASANA Coordinator (Sue at <a href="mailto:suef@apraxia-kids.org">suef@apraxia-kids.org</a> )                       |
|                               | Obtain necessary permits  |
|                               | Fundraise money needed to pay any permit fees, or for printing posters, brochures, signs *  |
| 1-2 months prior to walkathon | Solicit in-kind donations for walkathon (food, coffee, water, gift certificates for prizes)   |
|                               | Begin on-line registration (website will be set-up by CASANA)   |
|                               | Secure best pricing for printing posters, brochures, signs *  |
|                               | Identify locations to post posters and brochures to advertise walk  |
|                               | CASANA will circulate information about walk on listserv and other online formats (time, date, location, contact person)                    |
|                               | Recruit volunteers to distribute posters and brochures  |
| 2 months prior to walkathon   | Print and distribute posters and brochures to speech therapy clinics, pediatricians, early intervention providers, schools, and libraries * |
| 1 month prior to walkathon    | Recruit day of event volunteers   |
| 2 weeks prior to event        | CASANA will mail t-shirts to registered participants**  |
| 1 week prior to event         | Make signs to direct participants to event and to mark course   |
|                               | Confirm volunteers for day of event   |
|                               | Pick up in-kind donations   |
| Day of walk                   | Set up directional signs  |
|                               | Pick up food and coffee   |
|                               | Arrive at site early to set up and greet participants   |

\*CASANA will design posters & brochures and will have them online for downloading. For Walks raising \$500 8 weeks before event CASANA provides 25 posters and 50 brochures; for \$1000 raised 8 weeks before event – 50 posters and 100 brochures; for \$2500 or more raised 8 weeks before event – 75 posters and 300 brochures

\*\*CASANA may print and ship t-shirts to registered participants 2 weeks prior to the event. Please discuss arrangements with CASANA's walkathon chairperson, Sue Freiburger at [suef@apraxia-kids.org](mailto:suef@apraxia-kids.org).