



Local Motion's Winter Walk to School Day Timeline



1-2 Months Prior

1. Set the date (suggested date 2/7/24, but any day that works for your school is just fine)
2. Check date with principal & office manager
3. Put date in school calendar & in school newsletter(s)
4. Make a plan- figure out details; pick a theme
5. Inform SRTS coordinator; request stickers, cocoa, SWAG
6. Engage community & invite special guest (if using)

1 Month Prior

1. Finalize details
2. Identify remote "Park n' Walk" location; get permission
3. Put up posters and another reminder in newsletter(s)
4. Food - seek donations; order coffee/cocoa/hot cider
5. Ask kitchen staff to use for prep
6. Determine Volunteer needs & send out a call for volunteers
7. Marquee request

1-2 Weeks Prior

1. Send home flyer in folders put up posts on school's social media platforms
2. Buy/collect supplies; request tables & garbage cans from facilities
3. Remind staff to participate
4. Invite community members
5. Confirm coffee/cocoa/cider

1-2 days before

1. PA announcement, last reminder for social media and/or give out stickers to kids