



Your colour run checklist

A short, colourful run that children love, and a great way to raise serious money.

8 to 12 weeks before

- Pick a date and book an outdoor space with room for a decent loop
- Sort permissions, venue booking and insurance
- Order EN71-certified colour powder from a reputable UK supplier
the single most important thing you will buy
- Line up enough volunteers, including powder throwers, then a few more
- Have a plan for wet or windy weather
wind scatters powder, heavy rain waterlogs the ground

6 to 8 weeks before

- Set a fundraising goal so everyone knows what they are aiming for
- Decide whether to charge an entry fee, and what it includes
a white t-shirt or sunglasses makes the fee easy to sell
- Set up your event page and open sign-ups
then promote it everywhere
- Give every participant their own online sponsorship page
this is where the real money comes from
- Approach local businesses for sponsorship
offer them something specific to back

About a month before

- Keep promoting and keep the sign-ups coming
- Nudge participants to share their sponsorship page with friends and family
a personal ask works best
- Suggest everyone wears plain white, the brighter the finish
- Plan the safety side: risk assessment, first aid, route layout

A week before

- Send a reminder with the sign-up and sponsorship links
are you on target? give it a push
- Confirm volunteers, powder throwers, marshals and first aid cover
- Check the forecast and call your weather plan if needed
- Prep event-day kit: powder, signage, numbers, water and refreshments
- Sort a cash float and your card or online payment method if selling refreshments

The day before

- Send a final reminder, and remind everyone to wear white
- Walk the route, set out signage and mark the colour stations
- Get the powder, float and card reader ready to go

On the day

enjoy it, this is the bit you have been working towards

- Set up the route, colour stations and marshal points
- Brief your volunteers and throwers so everyone knows their responsibilities
- Save some powder back for a big finish-line throw
the photo everyone remembers
- Make sure someone is taking photos in line with your organisation's policies

After the event

- Thank every participant, supporter, business sponsor and volunteer
share the total and what it will pay for
- Clear up the site and leave the space as you found it
- Check online sponsorship is all in, with Gift Aid where eligible
- Reconcile any cash and bank it promptly
- Jot down what worked and what you would change
next year you will be grateful

Set up your sponsored event at fun-run.co.uk

Sign-ups, entry fees and individual sponsorship pages, all in one place.

fun-run.co.uk