



Your fun run checklist

A classic fun run is loved by schools, clubs and community groups, and it can raise serious funds.

8 to 12 weeks before

- Pick a date that avoids other big calendar clashes, and choose your route or laps
- Sort permissions, venue booking and insurance
- Line up enough volunteers, then line up a few more
the more hands, the calmer the day
- Have a plan for rain, heat or snow before the forecast surprises you

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 how much
- Set up your event page and open sign-ups
then promote it everywhere
- Give every runner 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 runners to share their sponsorship page with friends and family
a personal ask works best
- Assign your volunteers their roles
- Plan the safety side: risk assessment, first aid, route or venue layout

A week before

- Send a reminder with the sign-up and sponsorship links
are you on target? give it a push
- Confirm volunteers, marshals and first aid cover
- Check the forecast and call your wet or hot weather plan if needed
- Prep event-day kit: 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 to participants and supporters
- Walk the route or venue and check signage and equipment
- Get the 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 or venue, signage and marshal points
- Brief your volunteers so everyone knows their responsibilities
- Make sure someone is taking photos in line with your organisation's policies

After the event

- Thank every runner, supporter, business sponsor and volunteer
share the total and what it will pay for
- 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