

Kansas City Outdoor Club

Event Planning Guide & Checklist for Volunteers

To help volunteers feel more comfortable coordinating an event, and to ensure events run smoothly, we have created this brief checklist and training guide. Event coordinators must be a current KCOC member and are expected to prepare an announcement for publication. As always, feel free to ask any board member for advice or assistance when planning your event.

Before your event ...

Safety 1st ... Make safety your primary responsibility – it's yours and the club's! Don't lead groups through or around those paths marked as closed or under construction. You risk their safety and our liability is on the line.

Plan ahead ...

Before selecting a location or preparing your announcement, ask yourself:

- How many people do you think will join you? In general, the more notice you provide, the bigger the group.
- Will there be enough parking?
- Do you know the trail or terrain?
- What gear should be required for safety? Remember, not everyone is experienced or knowledgeable.
- Clarify a meeting place and time.
- Know mileage or length of time.
- Are you going to eat afterwards? Do you need reservations for a group?
- Offer directions. Are roads closed?
- Predetermine if there are events already scheduled at the location.
- How can participants get more information if they have questions?

Know the regulations ...

- Consider checking with parks and recreation departments. They'll tell you if there are limits to where you can go, how many participants are allowed, any changes planned for the trail and if dogs are allowed. (Please see page 2 for a list of resource links.)

During your event ...

Enlist a helper ...

- Ask a friend to watch the rear to make sure no one gets left behind or lost. They can notify you if participants turn around early. Both you and your helper should stay with the original plan agreed upon to avoid confusion.

Make introductions and begin ...

- Introduce yourself and your helper. Ask participants to introduce themselves if there is time.
- Be conscious of time. Don't leave early, or begin too late.

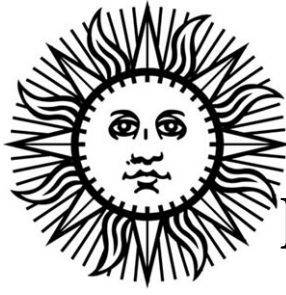
Instruct your group ...

- Make one last request for everyone to sign your participant waiver.
- Instruct everyone of the plan and route. At a quick glance, make sure participants have the gear you requested in your announcement.
- Remind participants to share the trail with joggers and cyclists. If you see one coming, warn others to quickly move over to the right and walk single file. Use traditional signals such as "bike on your left."

- Call attention to any hazards participants may encounter on the trail (i.e., slick conditions, vehicles, trip hazards, poison ivy, snakes, etc.)

Just remember, we are glad you're there and want everyone to have a safe event. Thank you for planning an event we can all enjoy!





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Resources for Event Planning

County Resources:

http://www.jcprd.com/parks_facilities/index.cfm

http://www.wycokck.org/gen/wyco_generated_pages/Parks__Recreation_m1444.html

<http://www.leavenworthcounty.org/>

<http://www.co.platte.mo.us/parks/>

<http://www.claycogov.com/county/county.php?section=PR>

<http://www.co.jackson.mo.us/rec.shtml>

<http://www.casscounty.com/county.htm>

City Resources:

<http://www.kcmo.org>

http://www.opkansas.org/_Res/Parks_and_Recreation/index.cfm

<http://www.kckpl.lib.ks.us/wyco/parks/parks.html>

<http://www.parkvillemo.com/Parks/parks.html>

<http://www.ci.independence.mo.us/parksandrec/parks.stm>

<http://www.leawood.org/parks/pginfo.asp>

Park Lists with Contact information:

<http://www.kcreatorlink.com/temp4/parks.asp>

<http://www.americanheritage-realtors.com/parks.asp>

<http://www.olatheks.org/Maps/parksmap.cfm>