



Let's FLY! Event Materials Checklist

TASK	COMPLETE
Review the setup to understand the flow of the event.	☐
Prepare for check-in #1.	☐
Complete Beneficiary Agreement.	☐
Distribute parent letter and waiver.	☐
Prepare for check-in #2.	☐
Gather event supplies for the day of the event.	☐
Create thank you card/signs for volunteers.	☐
When sports bras are delivered, store and ensure that they are in a locked/safe space until the event.	☐
Collect parent waivers from teachers.	☐
Complete the roster.	☐
Prepare event space.	☐
Complete event survey (received 30 days after order ships)	☐
Post a photo/video on social (tag @FlyFwd_Athletics)	☐