

# Rio Grande Valley Congenital Heart Walk Committee

The RGV Congenital Heart Walk & 5K needs help for 2016! Please email [chftx@childrensheartfoundation.org](mailto:chftx@childrensheartfoundation.org) or [info@congenitalheartwalk.org](mailto:info@congenitalheartwalk.org) for more information.



- **EVENT CHAIR**- Two people responsible for:
  - Securing/confirming current year walk location
  - Identifying and enlisting the help of all Coordinators
  - Overseeing the execution of all CHW duties
  - Managing the budget for the event
- **SITE COORDINATORS**- Two or more people responsible for:
  - Scheduling the DJ and Photographer
  - Ordering for the event (this includes ordering tables/chairs, food, posters and signage)
  - Picking up and distributing all ordered items (tables/chairs, food, posters and signage)
  - Booking face painter, balloon artist, police, etc. for the day of the event
  - Any shopping for the event (food, etc.)
  - Booking the location for the following year and ensuring all deposits and necessary paperwork are taken care of
  - Planning and Routing the map of the walk and 5K
  - **Day of the Event Coordination**- (Setting up registration table, making sure all signage is placed where it needs to go, route markers are in the right locations, tables are set up for Teams and food, banners are hung and visible, etc.)
- **SPONSORSHIP COORDINATOR**- Three or more people responsible for:
  - Locating and obtaining sponsorships for the walk
  - Communicating with sponsors and ensuring day of presence of banners and other promotional materials per the sponsorship packet
  - Working with National to create the T-shirt design; making sure all teams and sponsors are represented based on fundraising/donation levels (See sponsorship packet)
- **VOLUNTEER COORDINATOR**- Responsible for:
  - Recruiting and communicating with volunteers for the event
  - Recruiting for Set up/tear down help
  - Coordinating (w/volunteer help) the kids activities on the day of the event
- **SOCIAL MEDIA COORDINATOR**- Responsible for:
  - Posting to Facebook/CHFTX pages information about the walk and volunteer opportunities
  - Recognize sponsors and teams
  - Working with the volunteer and PR coordinators

- **TEAMS COORDINATOR**- Responsible for:
  - Team and individual fundraising incentives and giveaways
  - Team Captain recruitment and encouragement
  - E-mailing teams to check in and encourage fundraising
  - Work with the Sponsorship Coordinator on T-shirt design (making sure qualifying teams are included)
- **PR COORDINATOR**- Responsible for:
  - Handing out flyers & spreading the word about the walk (Contact local news outlets/utilize and promote through community calendars, etc.)
  - Script writing for the day of Program
  - Coordinating all speakers on the day of and the DJ
  - Writing and distributing Press Release (National must approve)