

Tribute Walk Outline

Tribute Steps submitted by: Silvia Oullette

In Memory of: Tina Oullette



Steps to holding your own Tribute Walk

1. Speak to town officials to secure location and secure permits
2. Mobilize friends and family and tell them your idea
3. Create an event page on Facebook or Eventbrite where people can sign up, provide an address to send money if they can't make it
4. Create a packet to mail to those who register. The packet should included a flyer, liability waiver, donation receipt form, donation form, and cover letter giving info about the walk and cause
5. Solicit donations for water, food, raffle prizes, and t shirts/
6. Recruit walkers and monetary donations
7. Put together goody bags for everyone with your bracelets, letters and something thoughtful to say thank you
8. Work with friends and family to set up early the morning of the walk
9. Make sure to follow up with those who contributed to thank and provide a summary of the events