

2017 HCBA PRO BONO RIVER RUN

March 11, 2017 – 4:30 p.m.

5K Timeline

(All committee meetings will be held at the Ferguson Law Center)

September, 2016

1. Schedule monthly meetings, race week activities
2. Confirm date with race course partners
3. Confirm date with Tony Randall
4. Confirm subcommittee leadership assignments
5. Find out leadership for Pig Roast
6. Schedule meeting with City of Tampa Special Events

October, 2016

1. Committee Meeting - October 5, 2016 @ Noon (create agendas, budget, assignments, etc.)
2. Create Flyer for YLD golf tournament
3. Assign subcommittee leaders
4. Create Eventbrite & Facebook event page
5. Send “Save the Date” to judges
6. Prepare article for the January, 2017 edition of The Lawyer re: 5K run (**Deadline is November 15th**).

November, 2016

1. Committee Meeting – November 9, 2016 @ Noon
2. Send “And We’re Back” letters to race course partners and 5K sponsors
3. Create registration form & sponsorship forms

December, 2016

1. Committee Meeting – December 14, 2016 @ Noon
2. Decide on platform team for awards ceremony and send “save the date” e-mail to them
3. Check out DJ & contact about ceremony
4. Prepare article for the March, 2017 edition of The Lawyer re: history of 5K event (**Deadline is January 15th**)

January, 2017

1. Committee Meeting – January 18, 2017 @ Noon
2. Have the “what’s in your bag” goody bag discussion
3. Table & promote event at HCBA luncheon on January 11, 2017.
4. Line up trophies, medals, tents & golf carts
5. Order volunteer lanyards

February, 2017

1. Committee Meeting – February 8, 2017 @ Noon
2. Second Committee Meeting – February 24, 2017 @ Noon
3. Confirm race course route
4. Check Eventbrite to determine how many wicking shirts should be ordered & sizes.
5. Order trophies & medals
6. Buy bulk items at Sam's Club/Costco [chocolate milk, granola bars, fruit snacks, chips]
7. Replenish face cloths for end of race as needed
8. Send the "Running Your Way" e-mail to the race course Partners
9. Send the reminder e-mail to TPD, City of Tampa Rec, Paramedics, etc.

March, 2017

1. Committee Meeting – March 8, 2017 @ Noon
2. Drop off flyers & letters to Blake, Stewart, City of Tampa Closed Circuit TV building, Beck Building, and Ulele
3. Ask Nancy Lugo for winner of Proven Producer Award
4. Ask Derek Jaraleza for information for winners of Individual Pro Bono Pledger award and Team Pro Bono Pledgers Award
5. Create posters for 5K sponsors, in-kind sponsors, Pro Bono Winners
6. Update virtual certificates, if needed
7. Print pro bono award winners' certificates and have Chief Judge & HCBA President sign hard copies, have extra blank ones in case of last minute changes
8. Create scripts for awards team
9. March 9th – Stuff Goody Bags at the Ferguson Law Center (4:30 p.m.- 6:00 p.m.)
10. March 10th
 - a) Registration in the Ferguson Law Center Lobby, 9:00 a.m. – 5:30 p.m.
 - b) Organize registration tables
 - c) Walk the Course
 - d) Meet with Tony Randall to re-measure and mark course
 - e) Megaphone @ Race; Race Map at Registration; Balloons along Route; Pig Race announcement
 - f) Get wicking shirt count for registration.
11. **March 11th – RACE DAY**