

# NATIONAL WALK@LUNCH DAY

## Planning a safe and enjoyable walk

As part of the planning process, you should consider what steps are needed to help ensure a safe and enjoyable walk in your area. The following list identifies several questions you may want to consider. This list is not intended to serve as a guideline or checklist. It is simply a list of ideas that the organizers of the walk may want to consider.

- Where will the walk take place? Do factors such as traffic or construction need to be considered? Is a permit or other permission needed? Should the local police department be notified?
- What time of day will the walk take place? Be sure that there are no conflicts at that time of day.
- How many walkers are likely to participate?
- How far will the participants walk? Is there a need for signs or guides on the walk route? Will drinking water be provided?
- Will the participants sign a waiver, release, or other legal document? When and how will these documents be distributed and collected?
- Will there be music or other forms of entertainment?
- Is there a plan in place for medical or other emergencies?
- Will healthy snacks be provided during or after the walk?
- Will there be a speaker before, during, or after the event?
- Will special shirts or hats be supplied to identify your company? How will they be distributed?
- Will employees participate in shifts? How will the times and participants be organized?