



# Checklist

## Your Read-A-Thon Planning Checklist

Identify Read-A-Thon Leads

- Incentives
- Communications

Set Dates

- Kick-Off Event
- Closing Ceremony
- Faculty & Staff Meeting (if teachers are involved)
- Family Read-A-Thon Night (optional, but highly encouraged!)
- Set event goals



Set Financial Goal

- Fundraising Goal
- What will the funds raised be used for

Set Fundraiser Budget for Out-of-Pocket Costs

- Incentives - fun, new incentives
- Promotional Kit - printing of promotional materials (optional, but highly recommended!)
- Travel Tags (Login and campaign info) - printing of student travel tags



Finalize Your Upcoming Parent Association Meeting Dates

- Summer meeting
- Fall meeting
- Winter meeting
- Summer meeting

