

#### **Great Global Greyhound Walk**

# What to do when

## ONE MONTH BEFORE

## <u>Publicity</u>

- Contact your local paper to see what their deadlines are for stories, use the press release sample or your own eye catching wording to make a submission.
- Ask if they can do a feature about Greyhounds / Sighthounds
- Ask if you can have a few advert as this is a charitable event
- Poster wherever you can, vets, pet stores, libraries etc
- Contact your local radio and check if they can promote your event

## Health and Safety

• If you haven't already done so, consider if you need to do a risk assessment. (Form supplied on our website) and make sure you have all the necessary permissions.

### ONE WEEK BEFORE

### Health and Safety

 Recheck the venue and make any necessary changes to the risk assessment that may be needed

### **Volunteers**

• Make sure that anyone is helping knows what you are planning and how they will be assisting you

### ON THE DAY

### **Volunteers**

- Everyone knows what they are doing
- Send your numbers in to the GGGW Co-ordinators (UK= Text, NON UK = Emails)
- Photos! Remember to take them and post them on our Facebook page here or email them to team@greatglobalgreyhoundwalk.co.uk

### AFTER THE WALK

- Relax and put your feet up
- Contact your local paper and see if they will do a feature
- Get ready to plan your next GGGW and keep an eye out for the date!