

United Way Volleyball Tournament Template

Special events are a great way to get employees involved in your United Way giving campaign. Follow this timeline to successfully add this event to your workplace campaign. Feel free to adjust this timeline to best fit with your company's campaign. Special events can take place anytime of the year and don't have to be during your company campaign.

10-12 Months before event

- Choose 3-4 people to organize the event.
- Set a budget for the event.
- Choose a location.
- Choose a few dates and research to see if any other events are taking place at that time.

6-9 Months before event

- Choose the date of the event.
- Secure the location.
- Determine the name of the event.
- Determine if you need insurance coverage for the event and who will provide it.
- Determine the entry fee and how you would like people to pay.
- Decide how many teams can participate.
- Determine if you will be giving away prizes and what the prizes will be.

3-4 Months before the event

- Create a schedule for the day of the event.
- Create a tournament bracket.
- Determine how you are going to advertise your event.
- Determine if you will be offering concessions.
- Decide if you are going to have a post tournament gathering and where it will be. Try to get a local bar/restaurant to host with special deals.
- Determine how many people you will need to run the event and recruit volunteers.
- Determine what type of equipment you may need to purchase for the event.
- Start advertising the event.

1-2 Months before the event

- Continue to advertise the event on a weekly basis.

- **Contact United Way of Marathon County for signage and swag items.**
- **Continue to recruit volunteers for the event.**

1-2 weeks before the event

- **Assign tasks and times for all event volunteers.**
- **Designate an emcee for the event and write out a script for them.**
- **Contact each team to confirm that they are still attending.**
- **Create a printed bracket and schedule for the day of the event.**
- **Create signage for registration table, concessions stand, court designations.**
- **Buy supplies for concessions right before the event.**

Day of the event

- **Arrive an hour early to set up equipment, signage, concessions etc.**
- **Follow schedule and run event.**

After the event

- **Announce the results to the entire company.**
- **Have an event debrief meeting to discuss what worked well and what should change for next year (if it is an annual event).**
- **Turn in donations to United Way of Marathon County to be counted towards your campaign total.**
- **Return signage to United Way of Marathon County.**