



Overview of Committee Tasks

Sponsorship Committee

- Secure sponsors at all sponsorship levels
- Return sponsorship commitment forms to FAAN Event Coordinator
- Send thank you letters to sponsors

Logistics Committee

- Solicit in-kind donations for food and drink
- Solicit entertainment for Walk Day
- Organize first aid, transportation, storage, setup, security, and cleanup
- Secure Walk Day volunteers
- Oversee Walk Day activities
- Send thank you letters to all donors, volunteers, and sponsors involved in event logistics

Publicity Committee

- Develop human interest stories
- Distribute public service announcements
- Seek radio, TV, print, and online ads
- Put the FAAN Walk for Food Allergy on community calendars
- Distribute press releases on schedule
- Work with teams to publicize the event within their group, company, or organization
- Distribute posters and brochure/envelopes

Recruitment Committee

- Recruit youth, family, and corporate teams
- Recruit team captains and individual walkers
- Encourage fundraising efforts
- Send thank you letters to all teams and Team Captains