

# Organizational Timeline

## One Month Before National Gym Week

- Develop a National Gym Week Committee of 4 to 8 individuals (can be volunteers or staff)
- Develop a theme for this year's NGW activity
- Set goals for NGW activity and set targets
- Set budget for NGW activity

## Weeks Leading Into Activity

- Start to promote your activity through the materials provided by GCG, news releases, radio stations, club bulletin board, newspapers, etc.
- Use this time to extend invitations to other organizations. You can also approach local businesses to make small contributions in the way of gift certificates and coupons.
- Call Mayor and try to get a local proclamation for town/city.

## Days Before Activity

- Confirm and finalize all activities, games and participating outside organizations & vendors.
- Design & produce simple feedback evaluation form to gather information on what worked or did not work regarding activity.
- Get a camera and plenty of film.

## Day of Activity

- Assign someone to take pictures.
- Assign someone to count the number of participants/keep statistics.



## Week Following Activity

- Share the story (send out press release)
- Evaluate activity and brainstorm for future ideas
- Send out thank you cards to VIPs, sponsors and special guests.
- Complete NGW activity report form & return to Provincial/Territorial Federation.