

Go Paddle Day Event Planning Checklist

Use this checklist to help plan and organize your Go Paddle Day event. This document is designed to help organizers think through key details, track progress, and avoid missing important planning items.

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|--------------------------|--|
| Event Name | |
| Host Organization | |
| Location | |
| Event Date | |

| Complete | Planning Item | Notes / Details |
|--------------------------|--|------------------------|
| <input type="checkbox"/> | Define the goal of the event | |
| <input type="checkbox"/> | Identify target audience (friends, beginners, families, club members, public, etc.) | |
| <input type="checkbox"/> | Choose event format (social paddle, beginner lesson, demo day, community paddle, etc.) | |
| <input type="checkbox"/> | Determine estimated participant capacity | |
| <input type="checkbox"/> | Confirm whether registration is required | |
| <input type="checkbox"/> | Decide whether event is BYOB, rental-supported, or includes demo gear | |
| <input type="checkbox"/> | Determine event duration and rough schedule | |
| Complete | Planning Item | Notes / Details |
| <input type="checkbox"/> | Confirm launch site and meeting area | |
| <input type="checkbox"/> | Confirm water conditions are appropriate for participant skill level | |
| <input type="checkbox"/> | Inspect launch and landing access | |
| <input type="checkbox"/> | Confirm parking availability | |
| <input type="checkbox"/> | Confirm washroom access if available | |
| <input type="checkbox"/> | Identify gathering / briefing area | |
| <input type="checkbox"/> | Confirm emergency access point | |
| <input type="checkbox"/> | Confirm cell coverage or communication plan | |
| <input type="checkbox"/> | Identify backup location if needed | |
| Complete | Planning Item | Notes / Details |
| <input type="checkbox"/> | Create event description | |
| <input type="checkbox"/> | Post event on social media | |
| <input type="checkbox"/> | Share event with clubs / community groups | |
| <input type="checkbox"/> | Display posters or flyers if applicable | |
| <input type="checkbox"/> | Invite friends, families, or community members directly | |
| <input type="checkbox"/> | Share registration link if applicable | |

| | | |
|--------------------------|--|------------------------|
| <input type="checkbox"/> | Send participant reminder email or message | |
| Complete | Planning Item | Notes / Details |
| <input type="checkbox"/> | Confirm all participants know what equipment to bring | |
| <input type="checkbox"/> | Confirm rental / loaner gear availability if applicable | |
| <input type="checkbox"/> | Inspect demo / rental gear for safety | |
| <input type="checkbox"/> | Confirm adequate number of PFDs available | |
| <input type="checkbox"/> | Prepare extra paddles or backup gear | |
| <input type="checkbox"/> | Prepare water / snacks if provided | |
| <input type="checkbox"/> | Prepare signage or check-in materials if needed | |
| Complete | Planning Item | Notes / Details |
| <input type="checkbox"/> | Review weather forecast and wind conditions | |
| <input type="checkbox"/> | Review water temperature and hazards | |
| <input type="checkbox"/> | Determine go / no-go weather threshold | |
| <input type="checkbox"/> | Assign Event Lead | |
| <input type="checkbox"/> | Assign Safety Lead | |
| <input type="checkbox"/> | Assign Lead Paddler | |
| <input type="checkbox"/> | Assign Sweep Paddler | |
| <input type="checkbox"/> | Prepare participant waiver if required | |
| <input type="checkbox"/> | Confirm first aid kit availability | |
| <input type="checkbox"/> | Identify who will contact emergency services if needed | |
| <input type="checkbox"/> | Complete emergency action plan | |
| <input type="checkbox"/> | Prepare pre-launch safety briefing | |
| Complete | Planning Item | Notes / Details |
| <input type="checkbox"/> | Arrive early for setup | |
| <input type="checkbox"/> | Walk site and reassess conditions | |
| <input type="checkbox"/> | Set up welcome / check-in area | |
| <input type="checkbox"/> | Prepare orientation area | |
| <input type="checkbox"/> | Review emergency action plan with other participants | |
| <input type="checkbox"/> | Confirm all participants have PFDs & other required safety equipment | |
| <input type="checkbox"/> | Deliver pre-launch safety briefing | |
| Complete | Planning Item | Notes / Details |
| <input type="checkbox"/> | Collect feedback from participants | |
| <input type="checkbox"/> | Share photos and event recap | |
| <input type="checkbox"/> | Clean site and pack gear | |
| <input type="checkbox"/> | Return rental or loaner equipment | |
| <input type="checkbox"/> | Thank volunteers, partners, and sponsors | |
| <input type="checkbox"/> | Record lessons learned for next year | |
| <input type="checkbox"/> | Share participation numbers with PTC if applicable | |

Reminder: Go Paddle Day does not need to be complicated to be meaningful. A simple, well-organized event that gets people on the water safely and creates a positive experience is a success.