

# LOGISTICS LEAD

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The Logistics Lead is responsible for directing and recruiting the Logistics Committee in overseeing all details from pre-event preparation to day-of logistics. This includes securing your Walk site and any necessary permissions, organizing the route, and managing set-up and tear-down.

## RESPONSIBILITIES

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- Secure Walk route and permission from city/county/town officials.
- Secure parking.
- Secure site for pre- and post-Walk activities.
- Secure event insurance.
- Secure any tents, portable toilets, trash cans, and electrical needs.
- Secure needed medical support (first aid, fire, EMS).
- Secure any contracts, permits, and security needs, including off-duty officers.
- Coordinate water distribution and disposal.
- Coordinate the transportation of supplies to and from your Walk site on the day of the event.
- Devise a rain plan.
- Attend planning meetings and communicate your community's rules and regulations to the Leadership Team.

## FIRST AID/EMS

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- If possible, request EMS personnel (such as nurses, doctors, or other medical professionals) to volunteer their time on Walk day.
- If possible, arrange for an ambulance on-site to serve as your First Aid Station.
- Train volunteers on how to communicate an emergency with one another and the Walk Leadership Team promptly.

### ***Suggested supplies for your First Aid Station***

- Create "First Aid Station" signs to mark the location.
- Provide chairs for each volunteer and one for any potential patients.
- Provide one to three first aid kit(s).
- Provide nametags for those working the station.
- Provide one case of bottled water.
- Provide one box of granola bars or a similar healthy snack.
- Provide a cooler with ice.
- Provide a list of key contact information. This should include a list of the closest hospitals, poison control, police, and EMS. Directions should be made available, where possible.

## SITE PLANNING CONSIDERATIONS

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### **Route**

- On average, women and children in developing countries walk three miles to collect water that is often unsafe. For this reason, we recommend setting a three-mile route. However, if a shorter or longer route is better for your community, you may customize the length to suit your needs.
- Some Walks have two routes (one longer, one shorter) to accommodate walkers more broadly.
- Please inform community officials of road crossings for safety.

## Route Signage

- Displaying Water Crisis Fact Signs on your Walk route is an impactful way to share information about the plight of people who regularly walk for water worldwide.
- Ask community officials for permission to post Water Crisis Fact Signs along the route.
- Signage can be posted at regular intervals along the route or held by volunteers. See the [resources page](#) for the Water Crisis Fact Signs template. You may use this printable template or host a sign-making educational event to create your own.
- Ensure signs can be read from 10-15 feet away.

## Water Distribution and Disposal

- During your Walk for Water, participants can carry a bucket/jug of water to symbolize the trek that women and children make every day. When establishing your route, locate a water source for distribution (generally halfway through the route) and somewhere to dump the water (at the end of the route).
- Ask the city for advice on this issue. If there is no natural source (e.g., pond or lake), you can ask the fire department to fill pools with clean or dirty water when they flush their lines.
- Around the world, each family uses about five gallons of water per day. One gallon of water weighs eight pounds, meaning women and children carry approximately 40 pounds of water on their walk back from their water source. This would surely be a strenuous task for the average event participant. We recommend individuals fill whatever bucket/jug they have to the level they feel comfortable carrying, but don't be surprised if they need to pour some out along the way back.

## Buckets

- Sometimes local hardware stores are willing to donate buckets for your event. If not, you can order them online in bulk (include this in your budget) or encourage participants to bring a household item to carry the water in (e.g., old milk jugs, mop buckets with handles, etc.).
- If participants bring their own carriers, another fun option is to offer a kids' water bucket/jug decorating station on the morning of the Walk.
- Should you order or receive donated buckets, create a plan to store them until your next event.

## SAMPLE DAY OF EVENT TIMELINE

*For a Walk beginning at 10 a.m.*

<b>6 a.m.</b>	Set-up begins at the event location	<b>9 a.m.</b>	Registration opens
<b>7 a.m.</b>	Donated breakfast for volunteers	<b>10 a.m.</b>	The opening ceremony followed by Walk
<b>8 a.m.</b>	Registration team in place and set-up mostly complete	<b>11:30 a.m.</b>	Walkers return
<b>8:15 a.m.</b>	Music playing, high-energy atmosphere for early attendees	<b>11:30 a.m.</b>	Games and educational activities Light lunch donated by sponsors
<b>8:30 a.m.</b>	Pre-event coffee hour for sponsors and volunteers		

## RESOURCES

• [Water Crisis Fact Sign Template](#)

• [Event Banner Template](#)