

DAY OF LOGISTICS

- Monitor the weather—if there is a possibility the event will be rained out, be sure to have a contact list ready so you can let people know as soon as possible!
- Arrive 1-1.5 hours before event. Keep a checklist handy to be sure you're not forgetting anything.

Set-up Checklist:

- Decide placement of tables/DITP booth/recreation area (if using Fun Wagon, have the Fun Wagon alongside the play area so the basketball hoop can be utilized)
- Use flag markers to create a boundary to the recreation space and set out recreation equipment—hula hoops, jump ropes, Frisbees, sports balls, etc.
- Set up the tent with a table inside AND sign-in sheet (see sign-in sheet under Data Collection Materials)
- Hang the DITP banner so that it is highly visible to passing traffic
Set up tables/chairs for partner organizations
- Prepare recreational giveaways
- Fill water cooler and have cups available
- Hang large park outdoor map on one side of the tent so it is visible
- Arrange food giveaways in cooler if it is something that needs to be refrigerated—something like apples can simply be set out in a crate
- If partners have not arrived about 15 minutes prior to start of event, call and see if they are lost and need directions some kind of assistance
- As volunteers begin arriving, speak with each one briefly to explain how events typically work and encourage them to get actively involved with the participants