

DAY OF EVENT PLANNING CHECKLIST

Prior to Volunteer Arrival

- Print registration lists of participants, shore volunteers and volunteer boaters
- Be sure to bring manual registration lists for each attendee category, pairings/photo list, boater safety meeting sheet and accident forms. Have extra copies. Bring clipboards, pens and highlighters
- Set up registration tables BEFORE shore volunteers arrive. Make sure that everyone has pre-registered. Highlight or mark ALL present attendee's
- Have several "early volunteers" to man registration before volunteers and participants arrive
- Place any directional signs needed
- Check restroom areas to see if stocked and clean

Prior to Participant Arrival

- Pre-assign tasks- Greeters, Life Jacket Station, Bait and tackle station, Photo/pairings area, rod and reel builders, PA system, banners, tents, load and unload crew
- Place all children's t-shirts, rods and reels, tackle boxes and hats as well as volunteer shirts on tables adjacent to registration table. Have volunteers stationed BEHIND registration table
- Use volunteers to sort t-shirts by size and fold
- Rods and reels need to be rigged
- Prepare nametags
- Boater safety meeting needs to start 30 minutes before participant arrival time (all volunteers should attend)
- Explain event timeline and flow to ALL shore volunteers

Once Participants Arrive

- As soon as participants arrive have greeters show them to registration table
- Have volunteers show registered participants to photo/pairings area. Ask children to wear shirts and hats
- Pair children with volunteer at photo/pairings area
- Take plaque photo, record names and number on photo/pairings list
- Fit participant with a life jacket AFTER photo-BEFORE boats or docks (proper fit is important)
- Have loading/unloading crew safely assist participants and parents in and out of boats. Must stay near loading area throughout whole event. Every child must be accompanied by a parent or caregiver.
- Boat launch crew may be needed if ramp is far from event site
- Develop photos - write participant names on plaque covers - place photos in plaques
- Prep tables for lunch and awards
- Make sure that lunch will be ready by 11:00 am (some children will be in early and be hungry)
- Start awards as early as possible - give each child an opportunity to talk about their day
- Thank sponsors
- Take a group photo
- Clean up
- Hand Regional Director all check-in forms and walk-up registration forms.