

## Day-of Checklist

* Important phone numbers
  + Committee members
  + Park manager
  + Vendors
  + Speakers
  + Volunteers
  + Media contacts
  + Emergency numbers
* Signs
* Table(s)
* Watch
* Clipboards
* Megaphone or PA system
* Poster
* Cleanup/improvement tools and equipment
* First-aid kit
* Refreshments
* I Love My Park Day bandanas and other promotional items
* Membership brochures and copies of recent newsletter
* I Love My Park Day fact sheet
* Friends email list sign-up sheets
* Project sign-up sheets
* Volunteer handouts or packets
* Pens and markers
* Tape
* Extra copies of Volunteer Service Agreement
* Extra copies of Photo Release forms
* Camera
* Press kits