

Detailed Checklist

6 months prior to festival

- ☐ Meet with Water Festival Coordinator

4 months prior to festival

- ☐ Site confirmed/rain plan
- ☐ School board ok'd attendance and transportation
- ☐ Schools confirmed
- ☐ Letters of acceptance/rejection sent if necessary
- ☐ Presenters contacted
- ☐ Presenters trained (Project WET workshop) if necessary

2 months prior to festival

- ☐ Meet with Water Festival Coordinator
- ☐ Schools confirmed (contact info, student numbers, special needs etc.)
- ☐ Presenters confirmed (activity assigned)
- ☐ Volunteers confirmed (job assigned) – greeter, water station, check on presenters, press, timekeeper, photographer, on-site presenter evaluations etc.
- ☐ Back up activity planned
- ☐ Water access at site (spigot/hose)
- ☐ Bathrooms
- ☐ Drinking water/cups/water bottles
- ☐ Plan for lunch/food – kids (large buckets with teacher names)
- ☐ Plan for lunch/food – presenters
- ☐ Media invite
- ☐ State representatives/mayor etc. invite
- ☐ T-shirts/backpacks ordered
- ☐ Supplies purchased
- ☐ Rain plan
- ☐ Nametags – presenters/volunteers/kids
- ☐ Tents/tables/chairs
- ☐ Electricity needed?
- ☐ Signs/balloons/station signs
- ☐ Timekeeper
- ☐ Photographer
- ☐ First aid station
- ☐ Recycling station
- ☐ Bus parking plan
- ☐ Contact press/state representatives etc.
- ☐ Create packet for teachers/presenters
 - ☐ Map
 - ☐ Schedule
 - ☐ Directions
 - ☐ Photo release

- Instructions
- Request for contact info
- ☐ Get contact info for everyone
- ☐ Supplies- tents, tables, chairs, etc.

Week before Festival

- ☐ Packet to teachers
- ☐ Directions, instructions, map, and schedule to presenters
- ☐ Check on facility – water, electricity etc.
- ☐ Contact media/representatives

Day of Festival

- ☐ Registration Table – greeter/nametags
- ☐ Orange vest for coordinator?
- ☐ Whistle for station change
- ☐ Water station set up
- ☐ First Aid station set up
- ☐ Recycling station
- ☐ Bus parking
- ☐ Presenter lunch station set up
- ☐ Tents and signs posted
- ☐ Signs/balloons for location
- ☐ Have go-to bag on site
 - Map
 - Schedule
 - Contact info
 - Scissors
 - Tape
 - Markers

Post Festival

- ☐ Thank you's to presenters/volunteers
- ☐ Thank you and information to teachers
 - Student and teacher evaluations
 - Project WET information (workshop date)
- ☐ Press release
- ☐ Report to county board etc.
 - Request for continuing education credits for teachers attending WET workshop

Misc. Thoughts

- ☐ Teacher resource area near buses or lunch area?
- ☐ At/around lunch: bubbles/mascot/art?
- ☐ Inspiring quotes/facts on path
- ☐ Water Festival Logo?