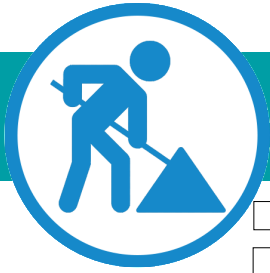
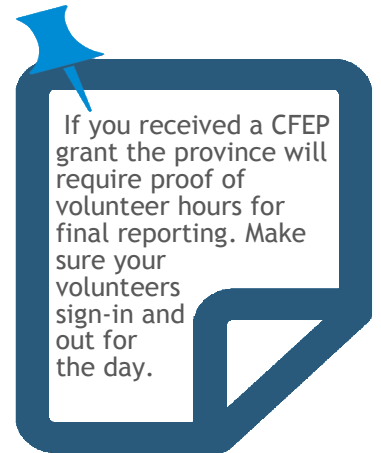


PLAYGROUND BUILD DAY CHECKLIST



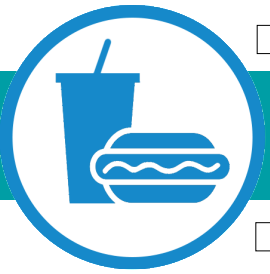
ONSITE MATERIALS

- Festival/canvas tent(s) for rain/shade
- Tables for sign-in, food, and other needs
- Bug spray, sunscreen, wet wipes, hand sanitizer
- Recycling and garbage containers
- Porta Potty if no building available
- Parks Foundation sign or feather flags
- First Aid kit



VOLUNTEERS

- Volunteers to set up and take down; take away garbage
- Playground build volunteers—Parks Foundation Calgary can help!
- Volunteer sign in sheets, photo consent and waivers
- Volunteer Safety Orientation—generally provided by playground supplier
- Safety gear—gloves, reflective vests, protective eye wear. *NOTE not required but a good options if volunteers want them
- Other (i.e. T-shirts, tools). Check with your supplier for other needs



FOOD & REFRESHMENTS

- Water, Coffee and Refreshments**
On a hot day have at least 4 bottles per person. Bottles can be refilled using large jugs to save cost/waste. On cold or rainy days have hot drinks available through out the day.
- Coffee and Snacks**
Have snacks available in the mornings during sign-in and during mid-morning and afternoon breaks ex. granola bars, muffins, fruit, baked goods .
- Lunch**
Have napkins, plates, refreshments and a meal available. Consider food allergies but understand you can't cater to everyone.

KEY TO
SUCCESS

Try approaching local businesses or grocery stores to donate food, coffee, or drinks for the day. Ask residents to make some baked goods.

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