**Sunday Streets Alive**

**Logistical Check List**

**Sponsorships – identify key person**

* Contact previous sponsors
* Contact businesses on route for support
* Contact major local business who might be interested
* Apply for grants

**Activity Stations – identify key person**

* Identify activities, facilitators, timeline
	+ John Ball Park
	+ Hough Elementary
	+ Arnada Park
	+ Uptown Village

**Permits– Gary Albrecht**

* Street Closure/Activity Permit
* Vendor Permit

**Vendors – identify key person**

* vendor fees
* Contact previous vendors
* Contact other vendors

**Volunteer Coordinator – identify key person**

* Volunteer Plan -
* Volunteer Manual/Instruction sheet –
* Volunteer training –
* List of volunteer positions:
	+ Lead volunteers
	+ Course Marshals/traffic
	+ Ride Ambassadors
	+ Activity Station (s)
	+ Set up/Break down
* Trainings dates –
* “Ask me about open streets”
	+ What is this?
	+ Who is putting this on?
	+ What is the route?
	+ Is it free?
	+ Where are the bathrooms?
	+ How long is the event?

**Signage Plan - identify key person**

* Determine needs, amount, various messages, distribution to volunteers

**Day of Event Timeline- identify key person**

* Create day-of-event timeline –
* Assign specific duties to staff/volunteers –

**Communications- identify key person**

* Location of the command post
* Hand radios
	+ Create list of volunteers who has radio
	+ ONE channel: lead staff/city and CMs and ride marshals
* Contact List: lead staff, vendors –

**Street Closure/Barricade Plan - identify key person**

* Road Safe instruction
* Road Safe pre-event drive along
* Closure timeline

**Event Supplies - identify key person**

* Create pack lists of supplies
* Volunteer snacks
* Order necessary supplies
* Packing plan and distribution of supplies
* Pop up tents, tables, chairs
* T-shirts – design?

**Waste Management- identify key person**

* Select a vendor –
	+ contact for more information
* Street cleaning vendors?
* Porta-potties – number and location

**Vendors - identify key person**

* Vendor arrangements -
* Vendor contact list -

**First Aid – Crew 911 (Juanita Rogers)**

* First Aid Stations -
	+ @ route end points
	+ names of drivers/first aid crew
* Do we want to distribute water?