

All You Can Shovel Event

Cedar Grove Composting
3620 36th Place NE, Everett WA

Saturday, August 15, 2015

7:30 AM	Staff & flaggers meet at Cedar Grove's Everett facility
7:40 AM	Team meeting in office with coffee and donuts
8:00 AM	Set up stations, signage and prepare pile with temporary spray paint, test walkie-talkies
9:00 AM	In position - if people show up early, they can start shoveling
10:00 AM	Official event start time
1:00 PM	End of first shift / start of second shift
3:45 PM	Let in the last cars with warning to shovel quickly
4:00 PM	Last car leaves, team debrief

C+C		Cedar Grove		Waste Management	
	Supplies		Supplies		Supplies – WM bringing to C+C on 8/5
	(12) Site Map		First aid kit (available during the event in the front office)		(8) WM Vests
X	(12) Staffing Plan Contact Sheet		A-board (for street directional signage)		(400) 2015 Trading Card Flier
X	(12) Agenda & Materials (this document)		(6) shovels		(8) Hard hats
	(8) Walkie-talkies for all staff to communicate (flaggers using their own radios). Backup batteries.		(150) Organic Gardening Calendar – C+C picking up from Cedar Grove on 8/7 @ 9am	X	Guidelines – We do not need, C+C has in stock
	(10 cans) Orange street paint		(400) Coupons – C+C picking up from Cedar Grove on 8/7 @ 9am		
	(2) Covered plastic bins for collateral storage				
	(400) Printed Legal Waiver				
	(400) Printed Rules				
	C+C to put together (400) Collateral Packets w/partner materials				
	WM Banner and bungee cords to hang it				
	Event Kit - Extra pens, clipboards				
	Balloons to hang on site				
	Camera				
	Coffee and donuts				
	Lunches				
	Water				