

CCRT 2018 Checklist

Co-Campus Reps

(each school is required to have co-campus reps)

Name _____

email _____

Cell# _____

Name _____

email _____

Cell# _____

School Name/Address

Event Date:

Venues

- **Conscious Information Station**

- Name of location:

- Confirmed: _____

- Backup rain/snow location:

- Confirmed: _____

- Time of event: _____

- **Town Hall Meeting**

- Name of location:

- Confirmed: _____

- Time of event: _____

Tables

- **Request Eight / 8-foot tables. Confirmed _____**
 - 8 tables will be needed for the Conscious Information Station.
 - 3 tables will be needed for the Town Hall Meeting buffet
 - Additional tables will be needed for students to eat dinner

Tablecloths (the cost of the cloths is the responsibility of each school)

- **Order 8 linen tablecloths (no plastic).**
Order Confirmed _____
 - The size is 90 inches x 156 inches. Must hang to the floor.
 - Colors can be green family: celedon, mint, sage. Any light green will work. If not, please advise which colors are available.
-

Town Hall

- Projector/Screen: Confirmed _____
- If large room, we will need projector and sound equipment: Confirmed _____
- Conference call with TG team to discuss Town Hall topics.

Date: _____ **Time:** _____

Insurance

- Is a letter of proof of insurance required?

- Do you need a letter naming your school as additionally insured? _____

- Name, title and email of person to receive proof of insurance

Chipotle

- What is the nearest or most convenient Chipotle location?

- Number of guests expected for Town Hall? _____
- Do you need a waiver from dining services to serve Chipotle on campus? _____
- If yes, who should the contact letter be addressed to?

Storage

- Secure a location where you can store boxes of samples and materials that will arrive a week before your event. (30+ boxes)
- Secure vehicles and carts to transport Road Tour boxes from where they have been stored to CCRT location by 8am. Please bring a couple of box cutters or scissors to open boxes.

TG Road Tour Box Set (7 boxes)

- Some schools will receive via Fed Ex
- At some schools the CCRT team will arrive with set

Samples

- **What is the best address to have samples delivered? Must be a safe location for delivery.**

- **What you should expect to arrive (Please let us know what you have received a week before your event)**

- Acure
- Annie's Homegrown
- Clif Bar
- Dr. Bronner's
- Everyone
- Guayaki Yerba Mate
- Klean Kanteen
- Natracare
- Numi Tea
- Patagonia Provisions
- RW Garcia
- Sambazon
- U-Konserve

Note: some boxes will be large

Volunteers: Volunteers are integral to the success of these events. All volunteer shifts must be adequately covered for the event to run smoothly.

- **8 – 11am:** Set up at venue (7 - 9 volunteers)
- **11am – 3pm: The Conscious Information Station** (8 - 10 volunteers) Volunteers will staff all info tables throughout the day and evening events. Students can take 2 hour shifts but each table needs to be covered for the duration.
- **3 – 4:30pm:** Breakdown (8 volunteers)
- **4:30 – 5:30pm:** Set up Town Hall Meeting and pick up Chipotle order (4 volunteers)
- **6 – 8:30pm: Town Hall Meeting** (4 volunteers)
- **8:30 – 9:30pm:** Breakdown and load out (4 volunteers)

Please confirm once you have all volunteer shifts covered
sue@turninggreen.org

Please confirm that one of the Campus Reps will be present throughout the entire day. It is fine to share the task.

Confirmed _____

Campus Reps and Volunteers

- Meet with TG team the night before your event to do a walk through and final prep

Location: _____

Time: _____

Parking Passes

- Please request and secure 1 parking permit for TG vehicle to park on campus. Confirmed _____

Parking location for unloading Conscious Information Station day of event:

Parking location closest to Town Hall venue:

Please provide any additional information we should know about your campus?

