GREAT AMERICAN
CLEANUP
KEEP AMERICA BEAUTIFUL

Create "Run of Show" for Prep/Load-In Day and Project Day

A detailed one-to-two page "Run of Show" schedule is the one tool that will keep you on schedule, on task, and on time. You'll want to start preparing the "Run of Show" at least two weeks in advance and continue fine-tuning right up until Prep/Load-In Day and Project Day.

This document will help your project team, team leaders, community partner and corporate sponsor/other participating dignitary know exactly what is happening from start to finish.

SAMPLE: Run of Show

Event / Location:

Event name / location name and address
Find event location on Google Maps here: **<insert link here>**
Explain where parking is available

Prep/Load-in Day and Team Leaders Meeting

Time	Event
12:00 pm	• INTRODUCTIONS: Project Team, Team Leaders and Community Partner arrive • DELIVERIES ARRIVE
12:10 pm – 12:30 pm	• Site walk-through
12:30 pm – 3:00 pm	• Assistance setting up supplies/prepping for projects • **Any team leaders unable to attend will be asked to arrive early on Event Day for a site walkthrough**

Event Day

Time	Event
7:00 am	• KAB Affiliate Staff, Project Team, Team Leaders and Community Partner arrive to set up
7:45 am	• Volunteers arrive/light breakfast served • Photographer arrives
8:00 am	• Welcome Remarks • Corporate Sponsor/Local Official Remarks • Safety Remarks, Team Leader Instructions, Volunteer Instructions
8:10 am – 11:30 am	• Team Leaders lead Volunteers Teams to carry out tasks
11:30 am – 12 pm	• Volunteers clean up and return supplies and bring any trash/recyclables to designated location
12 pm – 12:05 pm	**Brief closing remarks** • Thank volunteers including community partner, sponsor and team leaders • Shout-out 2-4 specific project highlights (i.e., painted fence with equivalent distance of 7 football fields) • Reiterate community impact (cleanup creates a safer, cleaner community)

Project Day: How to Execute Successful Event

It's the big day – the day of service where you bring people together to transform public spaces into beautiful places. Make it a success!

The keys to success:

- Be on-site early
- Be well-organized (contact lists, site map, team leader instructions, safety plan, etc.)

- Have tools/equipment in place by the night before or at least one hour prior to start time
- Double check that vendors like waste haulers, food service are scheduled to show up on time
- Deliver brief but informative remarks to volunteers
- Inform your volunteers about the project, its goals, how they are contributing and what they are expected to accomplish and why it matters
- Celebrate your volunteers, community partner and team leaders throughout the day of service
- Be prepared for curve balls and have answers
- Be enthusiastic and energized
- Leverage social media throughout the event
- Measure results throughout the day: volunteer hours, number of trees planted, tonnage of litter/debris, amount of recyclables collected, yards of fence painted, etc.
- Analyze results to determine impact:
- Recycling Bin: Diverts XX number of cans/bottles from landfill; determine how many plastic bottles can make a pair of jeans
- Planting ## trees strengthens community's green infrastructure and provides shade
- to residents
- Planting community gardens yields fresh fruits and vegetables for better nutrition
- Capture highlights throughout the day for closing remarks and next day's final report to
- community leaders/corporate sponsors/your board of directors
- **HAVE FUN!**