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# Develop Layout of Master Site Map

Organization of site logistics will help your event run smoothly. By visualizing your site's layout and syncing with your Project/Task List, your project team can plan for a rewarding service day and prevent potential problems.

Once you complete your Site Evaluation and Project/Task List, it's time to create your master site map. A site map will help you think through how to plan for event day and orchestrate the traffic from Prep/Load-In Day to Event Day/Cleanup.

Use Google Maps to find your site or simply begin with a blank piece of paper. **Use your notes from your site visit to sketch in the location of the following elements:**

* Project target areas (i.e., benches that need painting, gardens that need mulch, shrubs that need planting, etc.)
* Delivery locations and storage for tools, paint, other equipment
* Connections for hoses, power drills, etc.
* Where to collect litter and debris
* Where to place litter and debris for pickup once event is complete
* Where to place trash cans, composting bins, recycling bins
* Where to cut lumber
* Volunteer registration area
* Select tool check-out/in
* Determine parking needs
* Identify restrooms
* Identify food service areas
* Where to place program/sponsor banners
* Volunteer entrance/exit
* Your site map doesn't need to be drawn to scale, just accurate enough so that you can plan the movement of people, supplies, and machinery.

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| **Example Facility Map:** | **Example Site Map:** |
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