

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.

Example Facility Map:



Example Site Map:

