










# Tools, Equipment & Tips To Get You Geared Up

## Helpful Tips:

-  Designate committee members to recruit volunteers.
-  Solicit financial support & in kind donations to make your day more enjoyable (see list below) You'll be surprised how many groups there are in town that are willing to help a good cause!
-  Find out what permits you'll need and allow adequate time in your schedule to obtain them.
-  Underground utilities can complicate builds. Find out early if utility lines are buried where you want to build.
-  Make contingency plans for bad weather. Have contact lists ready for each day of the build. If bad weather strikes don't forget to contact restaurants or volunteers scheduled to bring food to the site later in the day.
-  The most common problem on build day stems from bad scheduling. Keep work flowing smoothly by making sure enough volunteers are signed up for each shift. Avoid front-loading the schedule, having more than enough volunteers on one shift and not enough on the next. You need to make sure when volunteers show up, you have work ready for them to do.
-  *Don't forget to celebrate your success!!*

We will supply all tools for your community built project. You need to supply:

Enough strong bodies to build your playground  
Bags of Quickcrete  
Water source for concrete  
Paving bricks for footings

Here is a basic list of suggested items you may want to have on hand to make this a fun and enjoyable day for your volunteers.

- ↗ Drinks (coffee, hot chocolate, juice soda, water)
- ↗ Paper cups, napkins, plastic utensils
- ↗ Trash receptacles
- ↗ Snacks (pretzels, chips, fruit, cookies, energy bars)
- ↗ Meals
- ↗ Serving trays
- ↗ Condiments
- ↗ Clean-up materials
- ↗ Portable rest room facilities
- ↗ Tables & chairs
- ↗ Signs
- ↗ Balloons
- ↗ Tent or canopy
- ↗ Name tags & markers
- ↗ Sign-up sheets
- ↗ Registration booklets
- ↗ Hats
- ↗ Information/welcome flyers
- ↗ Recognition banners