

## DETAILED CHECKLIST



WEST VIRGINIA  
project **WET**  
WATER EDUCATION TODAY

### **6 Months Prior to Festival**

- Meet with Water Festival Coordinator
- *4 months prior to festival*
- Site confirmed/rain plan
- School board ok'd attendance and transportation
- Schools confirmed
- Letters of acceptance/rejection sent if necessary
- Presenters contacted
- Presenters trained (Project WET workshop) if necessary
- *2 months prior to festival*
- Meet with Water Festival Coordinator
- Schools confirmed (contact info, student numbers, special needs etc.)
- Presenters confirmed (activity assigned)
- Volunteers confirmed (job assigned) – greeter, water station, check on presenters, press, timekeeper, photographer, on-site presenter evaluations etc.
- Back up activity planned
- Water access at site (spigot/hose)
- Bathrooms
- Drinking water/cups/water bottles
- Plan for lunch/food – kids (large buckets with teacher names)
- Plan for lunch/food – presenters
- Media invite
- State representatives/mayor etc. invite
- T-shirts/backpacks ordered
- Supplies purchased
- Rain plan
- Nametags – presenters/volunteers/kids
- Tents/tables/chairs
- Electricity needed?
- Signs/balloons/station signs
- Timekeeper
- Photographer
- First aid station
- Recycling station
- Bus parking plan
- Contact press/state representatives etc.
- Create packet for teachers/presenters
  - Map
  - Schedule

- Directions
- Photo release
- Instructions
- Request for contact info
- Get contact info for everyone
- Supplies- tents, tables, chairs, etc.



### ***Week Before Festival***

- Share Information Packet to Teachers
- Directions, instructions, map, and schedule to presenters
- Check on facility – water, electricity etc.
- Contact media/representatives

### ***Day of Festival***

- Registration Table – greeter/nametags
- Orange vest for coordinator (optional)
- Whistle for station change
- Water station set up
- First Aid station set up
- Recycling station
- Bus parking
- Presenter lunch station set up
- Tents and signs posted
- Signs/balloons for location
- Have go-to bag on site
  - Map
  - Schedule
  - Contact info
  - Scissors
  - Tape
  - Markers
- *Post Festival*
- Thank you to presenters/volunteers
- Thank you and information to teachers
  - Student and teacher evaluations
  - Project WET information (workshop date)
- Press release
- Report to county board etc.
  - Request for continuing education credits for teachers attending WET workshop