

## Greyhound Play Day 2008 C-Bar-C Park, Citrus Heights

PRE-EVENT CHECKLIST			Cathy Willcox
Job Category	Job Captain	Comments	
√ Task	Volunteer		
<b>3-4 months prior (~January):</b>			
√	Call caterer regarding potential date (last Sun/Apr.)		
√	Secure C-Bar-C picnic area date(s)/time with Sunrise Park & Rec. Dist.	Cathy W.	Done
√	Secure field date(s) with Sunrise Park & Rec. Dist.	Cathy W.	Done – Barry Ross
	Send in insurance forms for field. / get field permit.	Cathy W.	Called Sally T w/Pooch not faxed
√	Update website	Cathy W.	Done
√	Send out “mark your calendar” P.D. e-mail.	Cathy W.	Done
<b>Two months prior:</b>			
<b>Sales Tables</b>		<b>Sales table rules:</b>	
	Contact Vendors; assemble vendor list	Gail G.	<ul style="list-style-type: none"> <li>No group fund raising</li> <li>Individual crafters or small businesses ok.</li> <li>No group logos or banners</li> <li>Selling Items without group logo on them preferable.</li> </ul>
	Distribute list of rules to each party beforehand.		
	Make sure they fax insurance to SPRD		
	Day before - arrange / mark placement day before		
<b>One month prior:</b>			
<b>Signs – make/assemble</b>			
	2 Banners: Street & Picnic area		“Detour” sign for Off Leash Dog Park
	Welcome table sign(s)		“Donations” for donation jar
	“Loading only – Please move cars out by 9:00 a.m.”		2- Lunch menu (welcome table, lunch line)
	~5 –“Greyhound Play Day →” (laminated)		“Drinks Only”
	~5 –“Greyhound Play Day ←” (laminated)		Raffle sign
<b>Volunteer Lineup</b>			
	Send out email requesting volunteers for the event		
	Fill in “Volunteer Lineup” section below		
<b>Drinks</b>			
	Contact Kathleen Otto at Coca Cola to get free sodas. Caterer to pick up?	Barbara W.	Done. Nabih will pick up.
<b>Two weeks prior:</b>			
<b>Press coverage</b>			
	Channels 3, 10 & 13		
	Sac Bee		
	Other:		
<b>One week prior:</b>			
	Pick up drinks with caterer	Nabih	
	Obtain field key from field manager	Cathy W.	
	Obtain car access gate key from park guy	Cathy W.	
	Send out Volunteer e-mails w/instructions, etc.	Cathy W.	
<b>One day prior:</b>			
	Sweep/clean picnic area	Cathy W.	
	Confirm with all volunteers & folks bringing stuff	Cathy W.	
	Layout vendor table placement	Gail G.	

MORNING SET UP				Captain: <u>Cathy Willcox</u>		
√	Time	Task	Volunteer	√	Items to bring	Who's bringing it:
	8:00	Post Signs / Play Day banners	Tom W.		Staple gun, staples	Cathy
					Hammer, tape	Cathy
					signs, banner	Cathy
	8:00	Unlock car access gate	Cathy W		"Unloading only" sign	Cathy
	8:30	Welcome table set up	Kate/Louise		welcome table banner	Cathy
					table, table cloths, chairs	Cathy
					pens, name tags	Kate L.
					lunch menu	Cathy
					Other signs	Cathy
					donation jar	Cathy
					raffle drum or container	Cathy
					Door prize/raffle tickets-blue	Cathy
					Lunch tickets, red & white	Cathy
	8:30	Raffle prize table set up	Barbara/Sally		table, table cloth	Barbara/Sally
					raffle prize items	Barbara/Sally
					Kareoke mic & speakers	Daniel?
	8:30	<b>Field set up</b> <ul style="list-style-type: none"> <li>- Lock all gates</li> <li>- Post field rules at main gate</li> <li>- Tie wrap box of muzzles to fence – right side of main gate.</li> <li>- Cover up trash can by main gate so people can't use it as poop can.</li> <li>- Tie wrap poop bags to inside fence</li> <li>- Set out poop bucket w/extra liners</li> <li>- Attach hose &amp; pull through to field.</li> <li>- Tie streamers to back of fence</li> <li>- Give 1 key, elastic bracelet, walkie talkie to 1<sup>st</sup> vol.</li> </ul>	Mike W.		Field rules sign 3 locks, keys Streamers Tie wraps Poop bags Poop bucket, liners Box for muzzles	Cathy
					Hose, nozzle	Cathy
					Muzzles – need 8	Barbara (2)
	9:00	Decorate picnic area	Cathy W.		table plastic-1 roll	Cathy
					staple gun, staples, hammer	Cathy
					doggie dishes (12)	Cathy
					lg. Jar of candy	Cathy
					doggie biscuits	Cathy
					banner / greyhound flag	Cathy
	9:00	Set out poop buckets/plastic bags/signs	Kathy K. Jerry K.		poop buckets	Cathy
					plastic bags	Cathy
					poop scoops	Cathy
					signs	Cathy
		Set up hose for wading pools	Kathy & Jerry		hose – 1 end cut off, clamp	Cathy
					Long hose w/nozzle	Cathy
		Water buckets – fill & set out	Kathy & Jerry		blue water buckets	Cathy
		Wading pool set up	Kathy & Jerry		wading pools	Cathy-2
	9:00	Inspect / set up bathroom			toilet paper, paper towels, hand soap	Cathy
	9:30	Welcome table orientation	Kate L.			
	10:00	Traffic monitor – 10:30 ask everyone to move cars to parking area.	Kate L.			
	10:30	Start BBQ; organize lunch	Nabih / Marlana			

<b>EVENTS ANNOUNCER</b>		<b>Announcer: <u>Daniel</u></b>
√	<b>Event Schedule</b>	<b>Periodic Announcements:</b>
	<b>10:00</b> Welcome, please sign up at welcome table...	<ul style="list-style-type: none"> <li>• Welcome to Play Day, sign up at Welcome table</li> <li>• Lunch from 11:30 – 1:00, lunch menu</li> <li>• Start looking for your “twin” – game at 1:30</li> </ul>
	<b>10:45</b> Game: Egg and Spoon Race	
	<b>11:30</b> Lunch starts – goes until 1:00	
	<b>1:00</b> * End of lunch; drinks still available * Thank you to Nabih & Marlana for the nice lunch!	
	<b>1:05</b> Game: Find Your Twin	
	<b>1:30</b> Game: Bob for Hot Dogs	
	<b>2:00</b> Announcement of Raffle Prizes	
	<b>2:30</b> Last call for field play (ends 3:00)	
	<b>2:40</b> Thanks to our sponsors *Pooch – insurance * Fantastic volunteers * All of you who came out to play * Raffle donators * Nabih & Marlana * Vendors	
	See you next year!	

GAMES			Captain: _____	
√	Game / Job	Volunteer	Bring / Do / Rules	
<b>11:00 Egg and spoon race with greyhound</b>				
	Leader		~18 eggs ~18 lg spoons turnaround marker(s)	-15 mins ahead: In field, mark off a parallel line 20 yards or so from starting line, either with a rope, flags, or whatever. -Line & spread people out evenly; give out 1 spoon/1 egg. -Watch for winner
	Announcer		<ul style="list-style-type: none"> <li>- Announce game, stop field play, have all contestants go to field.</li> <li>- Have people line themselves &amp; dogs up behind right field line.</li> <li>- Announce rules: "Contestants line up behind the white line along the field fence (leader shows where) with your greyhound on lead. It doesn't matter in which hand you hold the leash. The leader will give you each 1 spoon and 1 egg. When I say "Ready", hold the spoon with the egg on it in the same hand as your leash. When I say "Go", walk your dog as fast as you can past the marker, turn around and come back. You can't touch the spoon hand or manage your dog with your free hand. If your egg drops and doesn't break, you can pick it up and keep going, but no steps until the egg is back in the spoon. First one back to the starting line is the winner!"</li> </ul>	
<b>1:00 Bob for hot dogs</b>				
	Leader	Doug	- Rules: See Doug Thomae	
	Helper		<ul style="list-style-type: none"> <li>- Bring: 3 packs hot dogs, 2 tubs of water (Cathy W.), plastic bag</li> <li>- Ahead: cut dogs into 6 pieces each &amp; put into bag</li> <li>- Put 2 hot dog pieces in front of the dogs' noses, then into the tubs when the leader says 'go'.</li> </ul>	
<b>1:30 Find your dog's twin</b>				
	Announcer		<ul style="list-style-type: none"> <li>- Announce ½ hour ahead of time to find your dog's twin.</li> <li>- Find 3 willing judges</li> <li>- Have contestants line up across the road in pairs.</li> <li>- When everyone's lined up, have them walk, 2 by 2, in a big circle so everyone can see the "twins", and line back up across the road.</li> <li>- Judges will pick the 3 best sets of twins</li> <li>- Get audience to judge the winners by loudest applause</li> <li>- 1<sup>st</sup>, 2<sup>nd</sup> &amp; 3<sup>rd</sup> prizes are under or near raffle table (see Cathy W.)</li> </ul>	

WELCOME TABLE				Captain: <u>Kate L</u>
√	Job	Volunteer	Time	Duties
	Captain's duties:		Gen'l	• Keep lunch & raffle money/tickets separate!
			9:00	• Morning set up, 9:30 discuss duties with morning crew
			1:00	• 1:00 count up lunch tickets; calculate; give \$\$ to caterer.
	1. Left position "Sign In"	Kate	10-11:30	• Have guests sign-in • Give a door prize ticket to each visitor, including children.
		Gail G.	11:30-1	
	2. Middle position "Lunch Tickets"	Louise	10-11:30	• Provide lunch tickets for a donation (lunch menu displayed) • Lunch ticket = red, drink ticket = white • Watch lunch donation jar
			11:30-1	
	3. Right position "Raffle Tickets"	Julia	10-11:30	• Sell raffle prize tickets = blue; sell t-shirts • Provide information

FIELD PLAY				Captain: <u>Cathy W</u>
√	Job	Volunteer	Time	Duties
	Captain's duties:		3 wks prior	• Assemble volunteer lineup, send email to vols w/sched. & rules
			10:00-3:00	• Monitor field; help where needed
	1. Gate monitor	Brian L.	10:00-11:00	<u>Gate monitor duties:</u> • Keep gate closed at all times • No more than 6 dogs in field at once. • All dogs muzzled • Greyhounds only • Offer plastic bags if needed for clean up.
	2. Gate monitor	Patricia B.	11:00-12:00	
	3. Gate monitor		12:00-1:00	
	4. Gate monitor		1:00-2:00	
	5. Gate monitor	Cathy W?	2:00-3:00	
	6. Clean up crew	Mark & Janet	3:00-3:30	

FOOD				Captain: <u>Cathy W</u>
√	Job	Volunteer	Time	Duties
	Captain's duties		1 month ahead	Reserve date with caterer. Discuss menu & prices, tickets, improvements from last year.
	1. Lunch helper	Jennie S.	11:30-1:30	Take tickets, distribute lunch plates & drinks, clean picnic tables.
	2. Lunch helper	Shawna S.	11:30-1:30	"

AFTERNOON CLEAN UP				Captain: _____
√	Job	Volunteer	Time	Duties
	1. Clean-up vol.	Tom W.	3:00-3:30	Take down signs
	2. Clean-up vol.	Cathy	3:00-3:30	Clean up picnic area
	3. Clean-up vol.		3:00-3:30	Clean up park, check bathroom...





**COMMENTS FOR NEXT YEAR**