



## Timeline: Organizing a Successful Clean-Up

### Initial Planning

- Identify a Community Need
- Obtain Neighborhood Approval
- Outline Project
- Choose a Site, Date and Time
- Contact Site Owner for Permission
- Map out site
- Notify Coalition of Event Details
- Present your project at community meetings
- Advertise
- Seek Sponsors
- Identify Volunteers
- Contact Haulers/Recyclers
- Arrange for a Master Recycler
- Gather Materials and Supplies
- Post Flyers
- Complete Metro Vouchers (if needed)

### Week Before

- Confirm Donations
- Plan orientation talk for volunteers
- Purchase or Acquire remaining supplies
- Confirm Site Set-Up (Revisit site to make sure nothing has changed)
- Call volunteers to confirm
- Print all necessary forms (volunteer waivers, and participant sign-ups)
- Create Signage for event

### Day of

- Take Before and After Photos
- Get to the Site Early
- Volunteer Orientation
- Tools
- Food and Water
- Someone greeting volunteers/filling out waivers
- Closing Ceremony
- Event Clean-Up
- Write up Accomplishments

### Post-Event

- Donor or Sponsor Recognition
- Volunteer Recognition
- Media Release
- Event Evaluation
- Request for Participant Feedback