



Playground Planning Committee Roles & Responsibilities

SAMPLE Community-Build Planning Chart

Build Day:

Site Prep Day:

Team	Activities	Deliverables	Co-chairs
<i>Fundraising</i>	<ul style="list-style-type: none"> • Develop overall project budget • Brainstorm and schedule local fundraisers • Do asset mapping activity • Assign fundraising responsibilities • Draft written materials (grant proposal, query letter) 	<ul style="list-style-type: none"> • Raise money!!! • Get everyone involved • Have a budget 	
<i>Food</i>	<ul style="list-style-type: none"> • Secure lunch for volunteers on Prep Days • Identify an appropriate space to set up food for Build Day • Secure breakfast, lunch and snacks for Build Day • Secure water for volunteers • Develop plan and secure supplies needed for serving food and water 	<ul style="list-style-type: none"> • Lunches for Prep Days • Space to set up Build Day food. • Breakfast, lunch and snacks for Build Day • Water for all volunteers • Tables for serving food • Paper goods and utensils • Consider: Heating units? Refrigeration/coolers? 	
<i>Recruitment</i>	<ul style="list-style-type: none"> • *Recruit 15 volunteers to assist with site preparation on Prep Day 1 and possibly Prep Day 2 • Recruit 160 volunteers for Build Day • *Oversee registration for Build Day 	<ul style="list-style-type: none"> • *Need tables and chairs for registration • *Need four people pre-assigned to arrive early for registration • *Signed waivers 	
<i>Construction</i>	<ul style="list-style-type: none"> • *Secure tools (shovels, rakes, sledge hammers) • *Formulate a list of possible peripheral projects to enhance the play area • *Ensure that the playground site is level and free of debris one week prior to Build Day • *Ensure that the build site is free of utilities and that we know where they run • *Secure 10-15 build captains for Build Day • *Secure Bobcat and 18' Auger to dig holes on Prep Day 1 	<ul style="list-style-type: none"> • *Need build captains for Build Day to lead small groups of volunteers and need them to arrive earlier (6:30am) on Build Day • *Level and debris-free playground site • *Signed utility line inspection form • *Necessary building permits • *10-15 build captains for Build Day • Side projects "wish list • *Necessary tools, such as: <ul style="list-style-type: none"> • -Shovels (40) -Rock rakes (40) • -6' step ladder (2) -Wheel barrows (8) -Manual post hole diggers (3) • -Corded drills (3-4) -Sledge hammers (4) -Garden hoses (3) • -100' extension cords (4) • -Digging pole (3) -Hoes (15) 	
<i>Youth Activities</i>	<ul style="list-style-type: none"> • Ensure that there will be youth involvement on Build Day • Work with youth to develop service-learning, community service and/or other activities for youth on Build Day • Secure space and volunteers for youth activities • Ensure the youth have adequate supplies for the activities • Photograph the youth activities 	<ul style="list-style-type: none"> • Youth involvement on Build Day • Service-learning, community service, and/or other activities for youth on Build Day • Space for youth activities • Volunteers to work with youth • Supplies for youth activities • Photos of youth activities 	

<p><i>Public Relations</i></p>	<ul style="list-style-type: none"> • Work with project partners to make community aware of the playground project • Work with project partners to develop a ribbon-cutting ceremony on Build Day • Invite elected officials, media, board members, etc. to Build Day • Work with project partners to gather and develop materials for the info table as well as to secure any necessary tables, chairs and display boards • Work to get music for Build Day 	<ul style="list-style-type: none"> • Press releases ribbon-cutting ceremony • Elected officials, et al present at Build Day • Build Day info table displaying information about project partners, Design Day drawings, photos, various sign-up sheets, etc. • Music (radio station remote, DJ, or boom box) on build day 	
<p><i>Safety</i></p>	<ul style="list-style-type: none"> • Secure certified first-aid provider for Build Day • Secure first-aid kit for Build Day • Set up safety table/tent for Build Day • Create a playground file that will house playground-related documentation • Establish maintenance and upkeep program for after Build Day • Develop/identify evacuation plan for build site • Develop/identify shelter for volunteers (to be used if adverse weather conditions arise) 	<ul style="list-style-type: none"> • Certified first-aid provider on Build Day • First-aid kit for Build Day • Table, chairs, tent, etc. for safety table/tent • playground file • Playground maintenance plan • Evacuation plan • Emergency shelter for volunteers 	
<p><i>Logistics</i></p>	<ul style="list-style-type: none"> • Secure restrooms for Build Day • Develop a plan to collect and dispose of trash • Ensure access to running water for cement mixing • Ensure access to electricity • Identify space to store equipment, tools and supplies on Prep and Build Days • Identify space to place safety surfacing • Develop a plan for parking on Build Day • Develop a plan for getting necessary tents, tables, and chairs available for Build Day. 	<ul style="list-style-type: none"> • Restrooms for Build Day • Trash collection and disposal plan • Running water • Electricity • Storage space • Dedicated space to place safety surfacing • Build Day parking • Tents, tables and chairs for Build Day 	