



Sample Build Day Matrix

Build Day Team Assignments

<i>Team</i>	# of Vol.	Projects	Tools/materials	Build Captain	Team sticker
Decks and Posts	8		Ratchets with sockets (9/16" and 3/4") and red, blue, star bits, allen keys, 3/4" wrenches, 9/16" wrenches, torpedo levels, utility knife, 6'8' ladders		
Components 1	12		Ratchets with 9/16" socket, 9/16" open ended wrenches, allen keys, tape measure, utility knife		
Components 2	12		Ratchets with 9/16" sockets, 9/16" open ended wrenches, allen keys, tape measure, utility knife		
Components 3	12		Ratchets with 9/16" sockets and bits, 9/16" open ended wrenches, allen keys, 3 ft. tape measure, utility knife		
Components 4	12		Ratchets with 9/16" sockets, 9/16" & 3/4" open ended wrenches, allen keys, 3 ft. tape measure, utility knife		
Safety Surfacing	60	Lay landscaping felt and move safety surfacing	Landscaping felt, shovels, rakes, tarps, shears, utility knives, tape measures (100 ft. & 25 ft), duct tape, marking paint		
Borders & Concrete	12	Lay out and stake in borders, mix and pour concrete	Boarder timbers, sledge hammers, stakes, wheel barrows, cement hoes, shovels, water hoses (with spray nozzles), concrete mix, string, 100' tape measure, site layout		
Side project 1	10	Planter Benches with Trellis (2)	Lumber, hardware, drill, drill bits sandpaper		

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Side project 2	12	Picnic Tables (4)	Lumber, hardware, tools, instructions		
Side project 3	12	Cubbies	Lumber, hardware, tools, instructions		
Side project 4	6	Decking by pool	Lumber, hardware, tools, instructions		
Side project 5	6	Parking area	Lumber, hardware, post hole digger		
Side project 6	10	Paint shed with logo	Paint, supplies, tarps		
<i>Safety</i>	2	<i>Build Day Safety</i>	<i>Chairs, table, first aid kit, sun block, water, cups, trash bags, gloves, dust masks</i>		
<i>Food</i>	4	<i>Build Day Food</i>	<i>Food, ice, utensils, drinks, coolers, plates, trash bags</i>		
<i>Info table</i>	2	<i>Information station</i>	<i>Tri-fold, City/neighborhood info, raffle tickets and container, raffle items, Polaroid camera, film</i>		
<i>Registration</i>	2	<i>Register volunteers</i>	<i>Sign-in sheets, volunteer waivers, nametags, pens, markers, balloons, helium, posters, team breakdown, signs, zip ties</i>		

** Reminder: The playground will be our first priority on Build Day. If for some reason, we don't get as many volunteers as we are anticipating, side projects (with all necessary materials) will be left to complete later.*