



Sample Prep and Build Day Timeline

Site Preparation Day 1 Schedule

Tuesday May 15

Time	What	Who	Tools
7:00 AM	Meeting/site walk	Team chairs	
7:30 AM	Installer layouts site	Equipment installer	
9:00 AM	Volunteers arrive/breakfast	Volunteers	Smiling faces, appetites
9:00 AM	Digging holes for playground	Team chairs, volunteers	
9:00 AM-completion	Playground equipment delivery - unload truck, inventory and sort equipment	Team chairs, volunteers	snips, utility knives, markers, equipment specs
Following delivery – lunch	<ul style="list-style-type: none"> - Unload and label equipment - Sort hardware - Cut wood for side projects - Posters and name tags - Side project buckets - Build Captain tool belts 	Team chairs, volunteers	Mitre Saw, Circular Saw, Poster Board, Markers, etc.
12:00 PM	Lunch	Team chairs, volunteers	appetites
12:30-1:30 PM	Build Captain training— attending a training session is mandatory for all Build Captains!	Team chairs, Build Captains	Thinking caps, pen, smiling faces
1:30- ? PM	Finish enhancement project preparations and other projects	Team chairs, volunteers	See above

** All times are approximate!

Site Preparation Day 2 Schedule

Wednesday May 16

Time	What	Who	Tools
TBD	Complete any unfinished tasks from Prep Day 1	Team chairs, may need volunteers	TBD
TBD	Errands to stores – hardware, supplies, party store	Team chairs	car, lists
TBD	Complete Build Captain tool belts, name tags, posters	Team chairs	tool box, name tags, poster board, tool belts

BUILD DAY!! Schedule

Thursday May 17

Time	What	Who	Tools
6:00 AM	Project prep	Team chairs arrive	
6:30 AM	Equipment moving and sorting	Team chairs, Build Captains	equipment, hardware, tools, team lists
7:00-8:00 AM	<i>Planning Team set-up</i> Food area Registration PR/media/info table Construction Safety	Team chairs, planning committee members and Build Captains	<i>Food</i> – food, tables, chairs <i>Registration</i> – table, chairs, registration materials, info table materials <i>Construction</i> – table, tools & materials <i>Safety</i> – table, chairs, materials <i>PR</i> -- table, PA system (do a check)
8:00 AM	Volunteers arrive and Registration begins <i>(Volunteers are directed to food area after registration)</i>	Registration and Food teams	Volunteer waivers, nametags, raffle tickets, and pens
8:15 AM	Build Captains meet	Team chairs and Build Captains	Vests, posters, tool belts, info sheets, excitement!
8:30 AM	Welcome, Build Kick-Off	Team chairs	Introductions of: playground installer & Build Captains; Schedule, Overview and directions
9:00 AM	Deploy volunteers and start building!	Team chairs, all volunteers	specs, hardware, team tool kits, playground equipment
11:30 AM-12:30 PM	Break teams for lunch in shifts; teams not eating should continue working	Volunteers	Food, drinks, appetites
12:30-2:30 PM	Back to work; Project wrap-up	Team chairs, all volunteers	
2:30-3:00 PM	Ribbon Cutting Ceremony	Team chairs, volunteers, VIPs	Students, thank you cards, “ribbon” and PA system,
3:00-? PM	Finishing touches on Playground and safety inspection <i>(Collect tools & clean up)</i>	Team chairs, playground installer team, volunteers	specs, hardware, tool box

* All times are estimated.