There’s lots to get done before the big Build Day! Use the task sheet below as a jumping-off point for a timeline. Write in deadlines for each task and add in other tasks that aren’t listed.

Your Deadline Tasks To Be Completed
By: _________________________ Estimate Number of Volunteers Needed

By: _________________________ Create Recruitment Strategy

By: _________________________ Recruitment Team Meeting #1

By: _________________________ Post Flyers for Playspace Community Meeting

By: _________________________ Approach Selected Businesses, Organizations

By: _________________________ Playspace Community Meeting

By: _________________________ Follow Up with All New Volunteers

By: _________________________ Recruitment Team Meeting #2

By: _________________________ Schedule Regular Volunteer Activities

By: _________________________ Get Approval for Information Booths at Local Events

By: _________________________ Playspace Recruitment Event/ Volunteer Activity

By: _________________________ Recruitment Team Meeting #3

By: _________________________ Order Build Day T-Shirts for Volunteers

By: _________________________ Pre-Assign Volunteers to Teams

By: _________________________ Create Volunteer-Registration System for Build Day(s)

By: _________________________ Complete Recruitment Process

By: _________________________ Purchase Build Day Supplies

By: _________________________ Place Volunteer Confirmation Calls

By: _________________________ BUILD DAYS!!

By: _________________________ Send Thank You’s