

SETUP INFORMATION/CHECKLIST

Event _____ Arrival Date _____ Time _____

Location _____

Contact Person _____ Position _____

Home Phone _____ Cell Phone _____

White Hat _____ Phone _____

Feeding Bluehat _____ Phone _____

Cleanup Bluehat _____ Phone _____

Admin _____ Phone _____

_____ Phone _____

_____ Phone _____

Communicator _____ Phone _____

_____ Phone _____

Other SBC units _____ Leader _____

_____ Leader _____

_____ Leader _____

Other relief organizations on site—

_____ Contact person _____ Phone _____

_____ Contact person _____ Phone _____

Check List

_____ Work area set up

_____ Map of area obtained

_____ Computer/printer set up

_____ Release forms obtained for all volunteers

_____ Folder for phone numbers

_____ Folder for directions

_____ Volunteers entered in database

_____ Information gathered for Daily Report

_____ Housing arranged for volunteers