

CCRT 2020 Logistics Checklist

Co-Campus Reps

(each school is required to have co-campus reps)

Name _____

email _____

Cell# _____

Name _____

email _____

Cell# _____

School Name/Address

Event Date:

Venues

- **Conscious Lifestyle Expo**

- Name of location:

_____ Confirmed: _____

- Backup rain/snow location:

_____ Confirmed: _____

- Time of event: _____

- **Town Hall Meeting**

- Name of location:

_____ Confirmed: _____

- Time of event: _____

Conscious Lifestyle Expo

There will be 1 check in table where we will welcome guests and ask them to participate in a short survey (takes a minute to complete).

There are also 7 tables with the following sustainability themes: Footprint, Body/Wellness, Fashion, Zero Waste, Food, Balance, and Clean. Each table will have an info board, display products and samples.

Here is a link to view the videos from prior years:

2016: <https://www.youtube.com/watch?v=GZSaCPPIPDl>

2015: <https://www.youtube.com/watch?v=7dbseNdnYpw>

Tables

- **Request Eight / 8-foot tables. Confirmed _____**
 - 8 tables will be needed for the Conscious Lifestyle Expo (12 tables if 6-foot tables)
 - 2 tables will be needed for the Town Hall Meeting buffet
 - Additional tables for dinner if needed

Tablecloths (the cost of the cloths is the responsibility of each school)

- **Order 8 linen tablecloths (no plastic). Order Confirmed _____**
 - The size is 90 inches x 156 inches. Must hang to the floor. (90x132 if 6 foot tables)
 - Colors can be celedon, mint, sage. Any light green will work. If not green, please advise which colors are available. _____

Town Hall

- Projector/Screen Confirmed _____
- If large room, we will need a microphone. Confirmed _____
- Conference call with Judi Shils to discuss Town Hall topics.

Date: _____ Time: _____

Dinner

- Number of guests expected for Town Hall? _____
- Do you need a waiver from dining services to serve donated food on campus? _____
- If yes, who should the contact letter be addressed to?

Insurance

- Is a letter of proof of insurance required? _____
- Do you need a letter naming your school as additionally insured? _____
- Name, title and email of person to receive proof of insurance

Funding

We are asking each school to check if there is event funding of \$1000 - \$1,500 to help support the expenses for our traveling to your school. We do have a few scholarships available if needed.

Is funding available? _____

Collaboration with neighboring colleges

At each CCRT event, we are hoping to gather a network of sustainability leaders and student environmental leaders, representing different colleges within your region, with the goal of creating unity around sustainability initiatives in your state.

Storage

- Secure a location where you can store boxes of samples and materials that will arrive a week before your event. (30+ boxes)
- Secure vehicles and carts to transport Road Tour boxes from where they have been stored to CCRT location by 8am. Please bring a couple of box cutters or scissors to open boxes.

TG Road Tour Box Set (7 - 8 boxes)

- Some schools will receive via FedEx
- Some schools the CCRT team will arrive with the set

Samples

What is the best address to have samples delivered? Must be a safe location for delivery. *Note: some boxes will be large*

Volunteers

Volunteers are the most integral part of the success of these events. All volunteer shifts must be adequately covered for the event to run smoothly.

We are also looking for a few volunteer specialists at each school.

Social Media – Help pushing out social media posts throughout the day.

Photography – Photos taken throughout the day

Video – Short film documenting the event

Blog post – Recap of CCRT event at your school

Conscious Lifestyle Expo

- **8 – 11am:** Set up at venue (8 - 10 volunteers)
- **11am – 3pm: The Conscious Lifestyle Expo** (10 - 12 volunteers) Volunteers will staff all info tables throughout. Students can take 2 hour shifts but each table needs to be covered for the duration
- **3 – 4:30pm:** Breakdown (6 volunteers)

Town Hall

- **4:30 – 5:30pm:** Set-up Town Hall Meeting and pick up or prepare dinner (4 volunteers)
- **6 – 8:30pm: Town Hall Meeting** (2 volunteers)
- **8:30 – 9:30pm:** Breakdown and load out (2 volunteers)

Please confirm once you have all volunteer shifts covered

Confirmed _____

Please confirm that one of the Campus Reps will be present throughout the entire day.

Confirmed _____

Campus Reps and Volunteers

- Meet with TG team the evening before your event to do a walk through and final prep

Location: _____

Time: _____

Shipping

- Does your school's mailroom ship FedEx Ground Packages?

- What time is FedEx Ground pick up? _____

Parking Passes

- Please confirm if TG will need 1-2 parking permits to park on campus. Confirmed _____

Parking location for unloading for Conscious Lifestyle Expo:

Parking location closest to Town Hall venue:

Please provide any additional information we should know about your campus?