

## Day of Event!



Congratulations! You made it to event day! A complete **Day of Event Checklist** for Beach Captains can be found on the next page. This checklist includes step-by-step information to guide you in everything from set-up to filling out the report form at the end of the day. If you are a Zone Captain and coordinating multiple sites in your zone on event day, here are a few tips to make the day run as smoothly as possible:

### The SIX Zone Captain Essentials

1. Provide Beach Captains with **multiple phone numbers** for you so they can reach you in the event of an emergency, and to report results by 3pm. Print a list of their contact information to have handy during the cleanup.
2. Have at least one **volunteer standing by with extra supplies** in case one or more of your Beach Captains runs out during the cleanup. These volunteers should have cars pre-loaded with supplies ready to go.
3. Have the **emergency notification procedure** on hand, and a list of important phone numbers with you at all times (local police, state park contacts, hospitals, marine mammal stranding, etc.).
4. Make sure that all your Beach Captains **set up their sites by 9:30am**, and be on call to answer last minute questions.
5. Direct Beach Captains to call in their event report by 2pm so that you have enough time to compile results to give to SOLVE. **Call in all reports by 3pm** on event day! Collect waivers, data cards, and photos, and send to SOLVE by the deadline.

## Day of Event Checklist

### Before Participants Arrive

- Set up your site **by 9:30am at the latest**. The event starts at 10am and many volunteers show up early.
- Take the following items with you and set up the registration area:
  - Table & chair(s)
  - Printed online registered volunteer roster (*provided by SOLVE*)
  - A stack of volunteer waivers (*provided by SOLVE*)
  - A stack of Ocean Conservancy data cards & pencils (*provided by SOLVE*)
  - Pens & masking tape
  - Litter bags (*provided by SOLVE*)
  - Vinyl gloves (*provided by SOLVE*)
  - Sharps container & tongs (*provided by SOLVE*)
  - First Aid kit (*provided by SOLVE*)
  - Snack & drinking water (optional) & any other donated supplies
- CLEARLY IDENTIFY** the registration & disposal area by posting required signage (*all provided by SOLVE*). Assume volunteers are not familiar with the area, so provide ample signage:
  - **SOLVE volunteer site sign** taped to table or in ground on H-stakes next to registration
  - **SOLVE event sponsor sign** taped to table or in ground on H-stakes next to registration
  - **SOLVE directional arrow signs** hung where drivers can see them at the turn off road and leading up to the registration table
  - **Beach cleanup safety sign** posted for all to read clearly
  - **Marine debris educational sign** hung or in ground on H-stakes next to registration
  - **Recycling signs** (optional) near disposal area

### As Participants Arrive

- As people arrive, greet them warmly and thank them for coming out! If there is more than one Beach Captain at your site, consider breaking up the rest of the tasks.
- Ask the volunteer if they registered online. If they say yes, check off their name on the volunteer roster. If they did not register online, or did not fill out an e-waiver (indicated on the roster), hand them a pen and have them fill out a paper waiver.

- Depending on your site and the number of volunteers who show up, you can either give the safety and educational talk to each individual family group, or ideally, to the entire group before they head out. The following should be included in the talk. See the [Zone/Beach Captain Resources](#) page for talking points.
  - Brief overview of the SOLVE beach cleanup event, and why the cleanups are important.
  - Detailed safety talk. Refer to the posted safety sign.
  - Indicate where the bathrooms are located, where to drop off bags after the cleanup, what to do if they come across hazardous or large debris items, and any other important information.
  
- Explain how to complete the **marine debris data card** (if applicable).
  - Filling out the data card is an important part of your cleanup!
  - Instruct participants to use lined tick marks (ex: III, instead of 3) next to each item. Do not use words such as “a lot” and “many”. **These cannot be used for data analysis.**
  - Divide people into teams of 3-4 when available. One person should serve as the data recorder during the cleanup. Make sure they are familiar with all the items on the data cards. The rest of the team can take the landfill and recycling bags and can call out each debris item pick up to the data recorder.
  
- Distribute cleanup supplies:
  - Pass out bags, vinyl gloves, data cards, pencils, and buckets or litter grabbers (if available).
  - If you are incorporating recycling, consider handing two bags to each person. Explain that one bag is for landfill items and the other is for recyclables. Similarly, you can have one person in the group hold the recyclables bags, while another holds the landfill bag.

### During the Cleanup

- Make sure one Beach Captain remains at the registration table **until 1pm** to check in late-comers and answer questions.
  
- Document the cleanup:
  - Take photos or videos of cleanup volunteers in action, and of the group at the end of the cleanup! By signing the waiver, volunteers are also signing a media release.
  - Good photos are taken close up, include SOLVE bags/debris, and highlight the cleanup effort.
  
- Be available to answer volunteer questions, and contact the Zone Captain with any issues that come up.
  
- Have the **emergency notification procedure** on hand, and a list of important phone numbers with you (Zone Captain, local police, etc.).
  
- At the end of the cleanup, help volunteers dispose of debris. Collect all data cards and leftover materials.
  
- Thank volunteers for their hard work!

### At the End of the Cleanup

- Complete the **SOLVE Day of Event Report form** (provided), with the number of volunteers, estimated amount of trash, and highlights from the day.
- Call your Zone Captain **by 2pm with your Day of Event results**. Zone Captains **MUST** call SOLVE with all site results **by 3pm** that afternoon.
- Dispose of waste and recyclables as previously arranged with your local hauler, break down the site, and leave it cleaner than when you arrived.
- Drop off the waivers, data cards, Day of Event Report form, and any extra supplies with your Zone Captain. Zone Captains are required to send these back to SOLVE following the cleanup.
- Send photos to SOLVE via email. If you send them by 3pm, they may be included in the day of event statewide press release!



*From pages 22-25 of the SOLVE Beach Cleanup Leader Handbook*