



Facilitator Checklist

STUFF TO TAKE TO WORKSHOP

Ck when Ck when

Loaded

Retrieved

Tools with my name on items

- | | | | |
|-----|-----|-----|---------------------------------------|
| ___ | ___ | ___ | Wheelbarrows |
| ___ | ___ | ___ | Garden rakes |
| ___ | ___ | ___ | Shovels |
| ___ | ___ | ___ | Leaf rakes |
| ___ | ___ | ___ | Sharp knives and pliers for cardboard |
| ___ | ___ | ___ | Tined forks |

Materials

- | | | |
|-----|-----|---------------------------------------|
| ___ | ___ | Cardboard |
| ___ | ___ | Bags of leaves |
| ___ | ___ | Bags of grass clippings- fresh or dry |
| ___ | ___ | Straw bale |
| ___ | ___ | Worms |
| ___ | ___ | Mineral dust or two buckets of clay |
| ___ | ___ | Box with layers of materials |
| ___ | ___ | Seaweed |

Misc with my name on items

- | | | |
|-----|-----|--|
| ___ | ___ | Hoses with wands or spray nozzles and shut off valves |
| ___ | ___ | Hose splitter if two hoses |
| ___ | ___ | Large plastic trash bucket for water |
| ___ | ___ | 2- 5 gallon buckets for transporting compost (use like a shovel) |
| ___ | ___ | Water bottle |
| ___ | ___ | Clipboard with my notes for format and comments |
| ___ | ___ | List of attendees- check off names with introductions |
| ___ | ___ | Handouts with small rocks to hold down papers |
| ___ | ___ | Writing pad and pen |
| ___ | ___ | Work gloves |
| ___ | ___ | Sunhat/visor and sunscreen |
| ___ | ___ | Knee pads? |
| ___ | ___ | Two sign in sheets on clipboards with pens |
| ___ | ___ | Donation jar with sign (\$10) |
| ___ | ___ | Sample books for individuals to see |
| ___ | ___ | Folding chairs if host need them. Ask them # of seats they have |
| ___ | ___ | Card table for registration, books, handouts, free produce |
| ___ | ___ | Sitting chair for me if need back support |
| ___ | ___ | Produce to share |
| ___ | ___ | Camera |
| ___ | ___ | Name tags and felt tip pen |
| ___ | ___ | Rain jacket |