

Bioblitz Planning Example of the final planning list

Draft agenda for day of _____
Draft agenda for open house event
Transportation – vans? Driver? To move equipment in/out
Set up teams for 2days before, 1 day before
Shifts for key staff
Camping
Equipment
Food
Trapper
Properties update
Public relations - media

OPEN HOUSE

Press release: (drafted, call)
Elected officials: Mayor, City Council, others?
Information booths: email reminder to groups with driving directions for volunteers
Time: 12-3pm; 12-12:30 for speakers?
Raffle at 3pm?
Procure raffle item(s) – who?
Microphone needed?
Locations?
Draft Agenda:
 Welcome speaker – what - John?
 VIPs: Pat McCarthy, Dick Muri, Mayor Banks?
 Highlights / Thank you to volunteers – Krystal?
 Announce raffle prize

VOLUNTEERS

Make maps of survey areas, parcel owners, notes; and mail to taxa team leads by 5/8/2009;
 have some laminated copies of maps available for day of _____
Cut check for t-shirts 5/12, get _____ to pick them up on 5/14 or 5/15
Email all volunteers a reminder with directions, agenda by 5/8
Email taxa team leads reminder info with mention of mailing packet by 5/8
Name tags?
Label survey site parcels with #s?
Make road markers for survey sites? Who? What?
Email birders, Tweeters, other groups
Print out spreadsheet for required paperwork check at event
Make sign in / sign out sheet for volunteers w/ name, date, time in/out, photo release
Post blitz: thank yous to volunteers, staff, landowners, species lists to landowners, follow up with city council and landowners.

SURVEY SITES

Call back list of owners to follow up
Follow up 'yes's for paperwork
Check on Pierce County properties with County staff
Call Bonneville Power about powerline roads
Call back _____ about surveying restoration sites
Get t-shirts to landowners
Get new master map produced with survey sites labeled, laminated?

DAY OF preparation:

Dinner: _____ pick up groceries
Breakfast: _____ sets out food, makes coffee, etc.
Lunch: Catered ?
Procure snacks: water, fruit, bars; napkins, cups, lunch sacks, juice, cups, utensils
Inventory supplies on 5/8 - Type up list, decide what to bring, what is missing, garbage bags, soap, First Aid kit, toilet paper
Call Science Central site for access on Thursday; who will have the keys? Who brings them back?
Type up taxa team equipment check out list

VOLUNTEER check in/out TABLE

Staffed by:
Table location – outside?
Have:
 Copies of agenda
 Copy of volunteer master file w/ waiver box
 Blank volunteer liability waiver forms
 Blank participant forms
 Name tags all, printed ones to identify taxa team leads
 Pens/markers
 Sign in/out sheets w time in/out, photo release check box
 Camping info
Printed directions for booth staff

TAXA TEAM EQUIPMENT check in/out TABLE

Staffed by:
*Nature Tracker volunteers w/ Taxa Team leads ONLY check out materials
Have:
 NatureTracker handhelds to be checked out/in
 Blank equipment check out list forms - #?
 Paper copies of blank back up data collection forms - #?

Select supplies available for check out after equipment inventory on 5/8

TAXA TEAM TABLES

Signage

Microscopes, hand lenses, field guides,

DATA ENTRY TABLES

Laptops

White board

Lights?

Power strips - lots

Chairs

Printer

Paper

Stapler

Projector

Generator?

COMFORT STATION:

(Kitchen area)

Food, utensils, snacks, water

FIRST AID STATION?

Sign

Who?

Directions for
VOLUNTEER check in/out TABLE

Thank you for volunteering to help run the BioBlitz volunteer check-in/out table!

At this table you will find all the supplies you need to check in volunteers:

Sign in/out sheets with time in/out

Copy of volunteer master file w/ waiver box, participant roles, camping

Blank volunteer liability waiver forms

Blank participant forms

Photo release opt-out form

Name tags all, printed ones to identify taxa team leads

Pens/markers

Copies of agenda

Camping info sheet, directions

Check to make sure that all volunteers are registered. In order to participate in the BioBlitz, **all volunteers must:**

1. sign in when they arrive each day on the sign in/out form
2. submit a BioBlitz Participant form
3. Read, sign, and date the liability waiver form
4. sign out when they leave for the day on the sign in/out form
5. wear a nametag
6. be offered a free BioBlitz t-shirt

Ask volunteers to sign in, and then ask them if they are pre-registered (meaning that they've already returned a Participant form before the event).

Check if their name is on the Participants spreadsheet. If not, ask them to complete a Participant form and liability waiver form for our records.

If their name is on the Participants spreadsheet, check to see if there is a "Y" in the waiver column. If yes, then they are set! If not, then hand them a blank liability waiver form to read and complete.

Ask volunteers if they don't mind being photographed to document this event. If they are okay with it, then they don't need to do anything. If they do not want any photographs of them to be published in any materials for any reason, ask them to complete the photo release opt-out form completely.

All taxa team leads will likely be on the Participants spreadsheet. When a taxa team lead checks in, give them a pre-printed nametag which identifies them as such. Have others fill out a nametag on their own. Thank them with a T-shirt!

NatureMapping Program

When taxa team leads and/or NatureTracker (field data entry) volunteers have checked in, point out the Equipment Check Out/In table and the Taxa Team tables to get supplies and gather their teams of volunteers.

Don't forget to give them a copy of the agenda and direct them to the landowner/public outreach booth or appropriate staff if they have further questions – especially if you are busy and have a line.

Volunteer Sign In/Out

Nisqually BioBlitz

May 15-16, 2009

Roy, WA

<u>Name</u>	<u>Date</u>	<u>Arrival Time</u>	<u>Departure Time</u>
-------------	-------------	---------------------	-----------------------

Photo Release Opt-Out Form

Nisqually BioBlitz

May 15-16, 2009

Roy, WA

I understand that photographs may be taken by event organizers, media, or other participants as part of this public event. However, I do not want and I do not authorize event organizers to publish any (circle the appropriate number) 1) photographs of myself unidentified or 2) photographs of myself that identify me by name.

If photographs of me are taken, I may be identified in them at this event (only to exclude such photos from publication) by:

(Please list any descriptive features that will help us identify you, such as a hat, piece of clothing or other physical description).

Name: _____
(please print clearly)

Name(s) of any participating minors: _____
(please print clearly)

Date(s) I am participating: _____