Go Green Event Timeline

3 weeks before event:

1) Confirm with Administration that you can do the event on the chosen date.
2) Solicit donations of prizes and food.
3) Put out a SAVE THE DATE announcement in Bulletin.
4) Plan Marketing strategies. Can you produce a video announcement? Make up a fun slogan or catchy phrase? Start making posters.
5) Create a sign-up sheet (Google docs is most efficient). Include tasks, due dates, and students responsible. Once complete, share with all students and teachers involved.

2 weeks before event:

1) Get your video and/or bulletin announcements to the appropriate people.
2) Put up posters.
3) Start Social Media announcements.
4) Pick up your donations of prizes.

1 week before event:

1) Do you have all the donations you expected? Do you have a plan to get the food?
2) Get supplies organized. Who's bringing what? Send around sign-up sheet.
   a) Food / prizes
   b) Table (order from school)
   c) Raffle tickets / pencils (optional)
   d) Teens Go Green Banners
   e) Music: very important!
3) Determine best locations for greeting students upon arrival to school. Tables need to be visible and easily accessible.
4) Confirm which students will staff the various tables. Students must plan to arrive at least ½ hour prior to school for set-up. Make sure google doc is updated and correct.

SAFE ROUTES TO SCHOOLS MARIN COUNTY

TEENS GO GREEN

TAM Transportation Authority of Marin

Day of event:

1) Play Music, make it fun!
2) Greet students, "Hello, how did you get to school today?" "Thanks for participating in our "Go Green Event" "I hope you win!" etc.
3) Take Pictures
4) If you raffled a prize, pick someone to announce winner over P.A. System
5) Greet and Congratulate Winner in school office
6) Post winner on Facebook, or other social media if permission has been given

CONGRATULATIONS - YOU DID IT!

Checklist

_____ Students signed up to help

_____ Table

_____ Tablecloth

_____ Teens Go Green Banner

_____ Tape, Scissors

_____ Music Player/iPod

_____ Prizes/Food Items

_____ Raffle Tickets/Pens

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