



Maricopa Trail and Park Foundation Segment Steward Pre-Work Event Day Checklist

Segment Steward: _____
 Work Event Location: _____
 Work Event Date: _____

| TASK | Date to be Completed | Date Completed | NOTES |
|---|----------------------|----------------|-------|
| See also the Segment Steward Manual for greater details. | | | |
| Segment Assessment Form completed. | | | |
| Work Event Assessment Form Completed. | | | |
| Select the Work Site. | | | |
| Determine Volunteer Staffing Needs. Number of Crew Leaders ____ Crew Volunteers____, Tool Manager ____, Staff Assistant ____, photographer ____, etc. | | | |
| Select the work event date and time. Advise the land manager, if necessary. | | | |
| Work event promotion and recruiting. Media promotion and emails sent. Event is posted on the MTPF website. | | | |
| Volunteer staffing needs filled. | | | |
| Tool and Equipment List completed. | | | |
| Tools and Equipment required are obtained and arrangements made to transport them to the work event. | | | |
| Prepare a safety plan. See the Segment Steward Manual. | | | |
| Prepare detailed work site plan. Revisit the work site. Flag the work site. Prepare detailed crew leader work notes. | | | |
| Send out reminder email to participants. Include expected weather and driving directions. | | | |
| Confirm tools and equipment will be transported to the work event as planned. | | | |
| Bring Volunteer Waiver, Tool and Equipment Checklist form, CL work notes, extra snacks and water to the event. | | | |