

## Well before installation day:

- Perform a demo install.
- Get all finished trail markers transported to the park.
- Ensure that the plans below are feasible and can reasonably be expected to work, with backup plans as necessary.

## Before installation day:

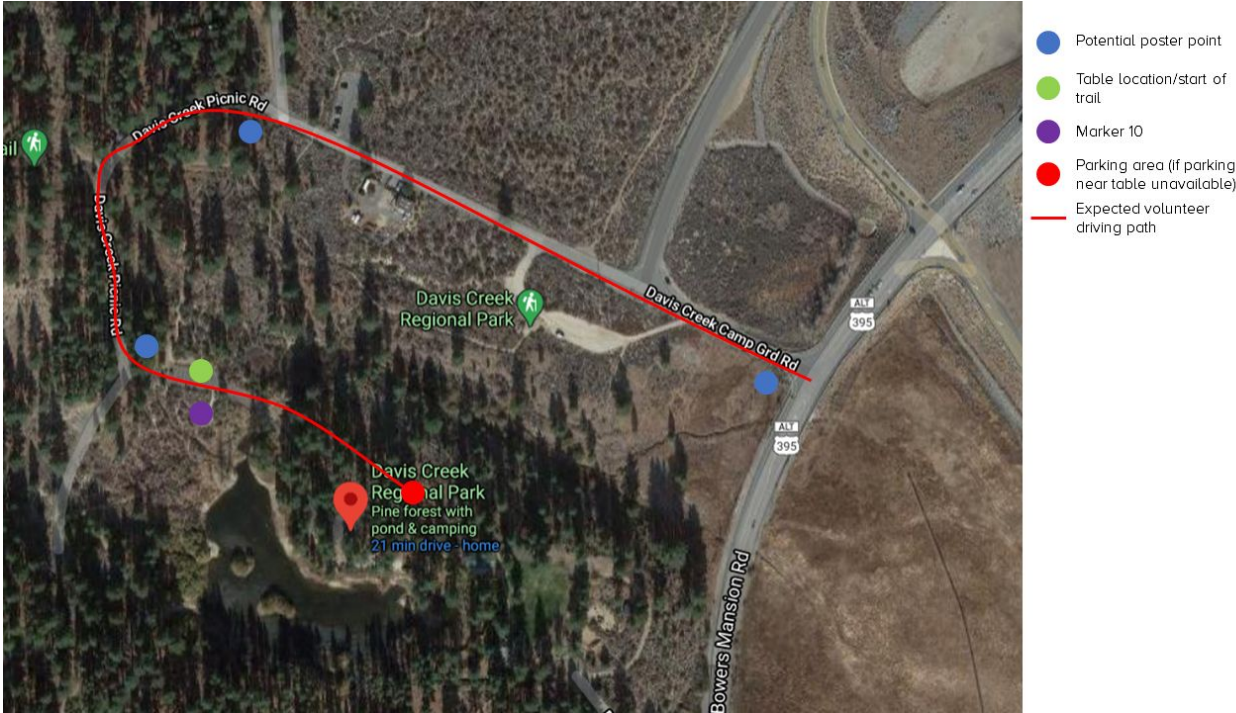
- Complete volunteer posters to be posted around the school. These posters should have a Remind code, which serves as the primary form of communication with volunteers. In addition, a link (QR code and standard) to the website should be present to allow for more detailed communication than what Remind can provide. Ensure that permission slips are attached or clear instructions for obtaining one are available.
- If needed, create a GForm for volunteers to sign up with.
- Complete maps and communicate with volunteers to ensure they know *exactly* where to go. Mark the parking lot near the start of the trail as the primary event point, with the parking area past the start of the trail as the place where volunteers should expect to find parking.
- Complete posters to be hung around the park to help guide volunteers and promote the event.
- Print out instructions for installing a trail marker. We will be demonstrating the process at marker 10 (just at the end of the trail) to ensure everyone can visually see the processes involved, but the paper instructions should include diagrams and detailed instructions to ensure volunteers know exactly what to do (given that distant communication will be difficult and the marker positions are fairly spread apart).
- Communicate the number of volunteers that have signed up and arrange for available hardware as necessary. If in excess of what is deemed necessary to install the trail markers, ensure that some are assigned to cleaning up the park or performing other volunteer duties.
- Ensure that the parking lot area nearest the start of the trail has been marked off.
- Consider 3D-printing something volunteers can take home, like a miniature pinecone with a sticker on it.
- Communicate with volunteers as necessary; since most volunteers are expected to be in one of Mrs. Raker's classes, we have a decent chance of ensuring everyone is up-to-date on any changes.
- If the weather is bad, check with Ranger Nick and determine the best option. If rescheduling is necessary, announce this change as soon as physically possible (due to the long length of the drive from Reno to the park).
- Flag the final positions of the new trail markers.

## On installation day:

**Take pictures at every opportunity physically possible. If deemed reasonable, assign one group member exclusively to taking pictures (perhaps the same member checking in with install groups).**

- Set up posters.
- Use Remind before or during the timeframe people are expected to be traveling to ensure that they receive any communications necessary.
- Arrive at the park well in advance of the posted time.
- Set up the primary volunteer table and canopy, having planned for food, drinks, hardware (gloves/tools), and extras well in advance. Arrange on or near table as necessary.
- Determine if it is physically possible to use mobile communication.
- Distribute any papers necessary (interpretive trail guide, installation instructions, map)
- Introduction. Make it very clear that volunteers can get food/water as necessary, but are responsible for their own waste and wellbeing.
- Split volunteers into trail marker installers and general park cleanup.
- Perform install at Marker 10.
- Distribute volunteers to work; determine most efficient positions, based on proximity to lake or other water sources (2-3 groups expected)
- Assign group members to coordinate or walk around as needed. If mobile communication is *not* possible, then have two main members at the main table, with one group member running errands or checking install progress with each group. If mobile communication is possible, then have one member at the main table, and two checking progress. Communicate with Ranger Nick as possible.
- Once install is complete:
  - If significant time remains, assign all groups to clean up the park.
  - If significant time does not remain, begin gathering all volunteers (cleanup and installers) for group photos and debrief. Distribute excess food and water, as well as any extras.
- If significant time *still* remains, consider running through the park as a small group to check each trail marker.
- Modify end of installation as needed, cleaning up and returning hardware.
- Split up; take down posters and clean up the canopy+table near the trail entrance.

Map:



(see gdrive for full quality/original, edit and distribute as necessary)