



PROJECT SHINE

Date

6:00 a.m.	Set-up Crew	Set up coolers and water in hallways; set up breakfast items for ____ in Cafeteria. Post room plan on doors of classrooms. Add signage to hallways if needed to direct volunteers to their rooms.
6:30 a.m.	Registration Volunteers	Set up registration forms and name tags. Put registration signs on edge of table or wall behind table.
7:00 a.m.	Volunteers Arrive	Registration volunteers will check off names, give name tags and send volunteers to Cafeteria for breakfast/greeting/instructions.
7:15 – 7:30 a.m.	Greeting, thank you and instructions	Superintendent will greet and thank volunteers; _____ will review room plan instructions, which also will be posted on each classroom door.
7:30 a.m. – 2:00 p.m.	Painting and Clean-up	Goal is to have all rooms completed and cleaned up by 2:00 p.m.
11:30 a.m.	Lunch	Lunch will be served beginning at 11:30 a.m. Snacks will be available throughout the day.