



In the event of a major emergency, the first contact is Peter Odello 831 596 7926 OPERATION ARTICHOKE

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THE FARM DAY EXPERIENCE

ANIMAL COORDINATOR CHECKLIST

- *CHECK IN AT FARM DAY OFFICE IMMEDIATELY UPON ARRIVAL
- *Pick up your clipboard and clock, review the material, check for any changes that pertain to your area
- *Assist your presenters with setting up; if a microphone is required please check that it is properly functioning and call Rick (214 3637) early if there are problems. Animal presenters often have special needs--please assist them as much as possible.
- *Be sure all presenters have a name tag--preprinted or you can use the blanks provided on your clipboard; and, please get updated contact information
- * ALL cell phones should be turned off (vibrate only) and PLEASE DO NOT TALK ON THE PHONE EXCEPT BETWEEN SESSION CHANGES.
- *Be sure your presenters have water throughout the morning. You will also have a bag of throat lozenges/candy. Distribute them early.
- *Remind presenters to repeat any questions so everyone can hear; keep adults to the back as a sound barrier
- *Distribute In Kind and Presenter Evaluation forms--return to you or mail to office
- *Inform presenters of procedure (20 min. talk every 30 minutes) start time, schedule, remind them of coffee & donuts and afterwards the location of the BBQ
- *Know the location of the Nurse and restrooms (see site map)
- *As class guides arrive, explain the procedure; **be sure they are on your list!!!**
- *At the end of the day, please be sure all signs/equipment/materials are gathered in a central location and trash picked up; please leave your area clean. Return any paper work/ contact info. to the office; report any problems/concerns/suggestions.

Many thanks for your extra efforts to make The Farm Day Experience successful!!