



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

Monterey County Agricultural Education, Inc.
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THE FARM DAY EXPERIENCE

COLOR COORDINATOR CHECKLIST

- *CHECK IN AT FARM DAY OFFICE IMMEDIATELY UPON ARRIVAL
- *Pick up your clipboard & clock, review the material, check for any changes that pertain to your area. Your color container will be in the Color Area. Be sure to review its contents, as it contains many useful supplies.
- *Assist your presenters with setting up--use color vinyl for tables-if folded NEATLY these can often be reused.
- * ALL cell phones should be turned off (vibrate only) and PLEASE DO NOT TALK ON THE PHONE EXCEPT BETWEEN SESSION CHANGES.
- *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
- *Remind presenters to repeat any questions so everyone can hear; keep adults to the back as a sound barrier
- *Be sure your presenters have water throughout the morning. You will also have a bag of throat lozenges/candy. Distribute them early.
- *Distribute In Kind and Presenter Evaluation forms--return to you or mail to office
- *Inform presenters of procedure (10 min; bell etc.), start time, schedule; remind them of coffee & donuts and afterwards the location of the BBQ; ask them to help you clean up their own tables/area when finished.
- *Know the location of the Nurse and restrooms (see site map)
- *As class guides arrive, explain the procedure, traffic flow direction. Start all classes at the SAME time. They must go to ALL presentations--do not leave early!
- *At the end of the day, please be sure all signs/tables/chairs/materials are gathered in a central location and all 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!!