



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

THE FARM DAY EXPERIENCE

STATIC AREA 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 There is a **NEW** item--the STATIC CHECK LIST for GUIDES. Please assist them with this new procedure.
- *Assist your presenters with setting up; animal presenters often have special needs-- please assist them as much as possible.
- * 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
- *Distribute In Kind and Presenter Evaluation forms--return to you or mail to office
- *Inform presenters of procedure(5 min./class); remind them re:coffee/donuts/BBQ lunch
- *Know the location of the Nurse and restrooms (see site map)
- *You must MANAGE flow of classes; as classes come to your area, assist them to find an available presenter, remind them it is only 5 min.; do not let them linger; do not allow classes to cut in; help presenters adhere to 5 min. rule; there may be gaps, congestion will ebb and flow; you are there to help everyone get their opportunity to listen
- *Static presenters should NOT pack up until you give them the okay-- they must stay until 12:50 p.m. to be sure all late classes have their opportunity
- *At the end of the day, please be sure all trash is 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!!