

LIVE Project Leader Checklist

	ITEM	NOTES
1.	Review project scope.	
2.	Supplies (paint, drop clothes, brushes, ladders, plants, gardening tools, etc.)	
3.	Availability of water.	
4.	Contact person that will be there that day.	
5.	Who will open and close the facility?	
6.	Work around arrangements for employees.	
7.	Directions to site.	
8.	Transportation to site.	
9.	Parking - number of secure spaces available.	
10.	Roster of volunteers / photo release.	
11.	Agree on use of photographer.	
12.	Arrange for music (speakers, iPods, etc.)	
13.	Restrooms.	
14.	Lunch arrangements.	
15.	Emergency phone numbers/contacts.	
16.	Rain date, if necessary and notification procedures.	