

Junglemobile



Event Coordinators Planning Checklist

This list is to help with your Junglemobile event planning process

Three Months Prior to Event . . . (Before Your Event Has Been Confirmed)

- ❑ **Call Junglemobile Coordinator to check on available dates**
- ❑ Contact your local EMS, Kiwanis Club, and hospital to gain support for your event.
- ❑ Complete all necessary event forms: The Requirements & Agreements Form and three Letters of Support from each partnering agency mentioned above.
- ❑ Submit all necessary event forms together to the Junglemobile Coordinator either by mail, fax or e-mail.
- ❑ *Wait until you receive a confirmation letter for your event date before you continue with event planning.*

Two Months Prior to Event . . . (Once Your Event Has Been Confirmed)

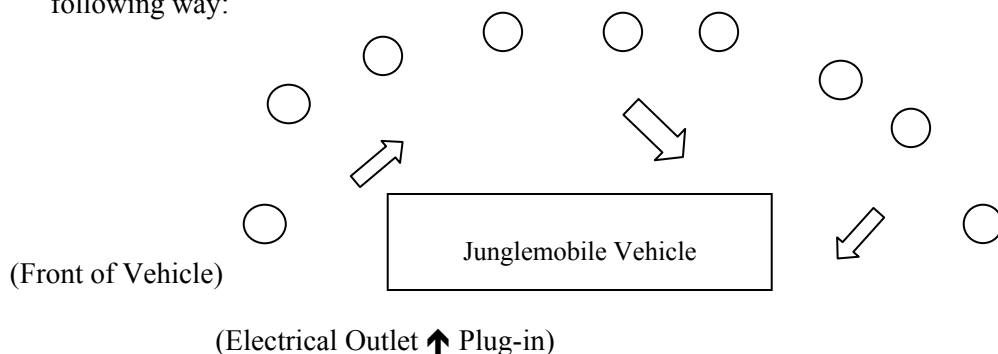
- ❑ Meet with your support agencies (EMS, Hospital, and Kiwanis representative) to decide:
 - ❑ The event location, i.e. school or community (of note: the Junglemobile needs a 30' by 30' space with an electrical outlet for set up).
 - ❑ Review the curriculum sent by the Coordinator and decide what type of volunteer would best teach it; recruit volunteers accordingly.
 - ❑ Determine who will recruit at least **15 volunteers** (from i.e. Kiwanis Club, student groups, community service organizations, schools, etc) to teach the curriculum learning stations and run the event.
 - ❑ Determine who will advertise for the event (i.e. put an ad in the local newspaper, get a radio or TV station to cover the event, hang fliers; all Junglemobile media must have the Children's Hospitals logo and name listed).
 - ❑ Determine who will organize the food and lodging for the nights that the Junglemobile driver(s) will be in your community for your event.

One Month Prior to Event . . .

- ❑ Begin advertising a few weeks prior to the event.
- ❑ Confirm all 15 volunteers (or 25 for events longer than 4 hours; of note - its best to have a few extras in case of no-shows and to provide for breaks).
- ❑ Call the Junglemobile driver re: their lodging, food, directions, and plan for set up.

Day of the Event . . .

- ❑ Meet the Junglemobile driver at the event site **at least one hour** in advance of the start time and have **ALL** volunteers present to with help set up and review the curriculum.
- ❑ **Vehicle and Learning Station/Curriculum Set Up:** arrange 9 tables/stations (provided) in a 30' by 30' space in the following way:



- ❑ The first table, located in the front end of the vehicle, should be for 'registration' where children receive their 'safety check cards' (supplied) which are needed for proceeding through the learning station curriculums

- ❑ Set up eight tables/stations for each of the learning station curriculums following the registration table by circling around toward the back end of the vehicle (see above diagram).
- ❑ One-two volunteers should staff/teach at each of the eight curriculum learning stations (one to teach and one for crowd control).
- ❑ If you don't have enough volunteers to staff the eight curriculums on the day of the event, based on the number you do have decide which of the curriculums are most relevant to your community's needs and choose accordingly
- ❑ Have volunteers review their chosen curriculum and focus on teaching two-three basic teaching points; the key is to make it fun and interactive by asking kids to answer questions about the teaching points and getting them to repeat back what they've learned at the end; once kids finish at each station the teacher volunteer marks off each child's safety card before they can proceed to the next learning station.
- ❑ Have only five children or less at each curriculum table/station and for about five to eight minutes
- ❑ Rotate children from one curriculum learning station to the next by having a designated volunteer give a switching signal, i.e. ring a bell, blow a whistle, announce 'switch'. Be creative, but remember crowd control is key to a successful event.
- ❑ After children having gone through all of the eight learning station curriculums, their reward and safety reinforcement message is receiving one safety activity book a piece (which will be provided; these should only go to those children who have gone through all of the stations). **Again, crowd control is key to a successful event, so make sure you have enough volunteers to cover the above areas and to oversee the overall flow of the event.**

After the Event . . .

- ❑ Please pack the Junglemobile the same way you found it. There are pictures in the logbook inside the vehicle as a reference.
- ❑ **Complete the Event Evaluation Form.** This is a very important part of our being able to continue the program. An evaluation is required from every community and without receiving yours, the Junglemobile will not be able to visit your community in the future. **Please DO NOT give the evaluation form to the driver to bring back to the Junglemobile Coordinator; rather, send the form directly through mail or fax to:**

The Children's Hospital
 Kiwanis Pediatric Trauma Institute
 Attn: Junglemobile Program Coordinator
 13123 E. 16th Ave., Box 911
 Aurora, CO 80045
 Phone: 720-777-4809
 Fax: 720-777-7270

***THANK YOU FOR CHOOSING THIS PROGRAM TO EDUCATE YOUR
 COMMUNITY ON HOW TO KEEP KIDS SAFE AND INJURY FREE***

***WE HOPE YOU HAD A SUCCESSFUL EVENT AND LOOK FORWARD TO
 WORKING WITH YOU AGAIN NEXT YEAR***