

GREEN APPLE DAY OF SERVICE

Site Checklist

Hosting a project at your school or a school in your community? Use this checklist early in the process to make sure you've considered all of the factors that can affect your ability to host an event at the school.

School features:

- Proximity to public transportation
- Parking availability
- Handicap accessibility
- Recycling and/or compost available on-site for project waste

Scheduling:

- Planned renovations or changes
- Available dates or conflicts

School Rules:

- Cost or fees, if any, to host after-school events or projects
- Cost or fees, if any, to use school equipment for the project
- Rules concerning food and beverage service
- Rules concerning access or security

Project Site:

- Proximity to restroom
- Proximity to water access, if needed
- Proximity to power source, if needed
- If project will use A/V, any restrictions or rules about using or bringing in A/V
- If project needs Wi-Fi, availability at the school and necessary passwords
- Locations for project signage or way-finding signs