

Plant Start Distribution Day: Between June 8th to 12th

Shelbourne Street Church of Christ, 3460 Shelbourne Street

Volunteer Schedule with illustration PRINTED COPIES AVAILABLE AT EVENT

TIME	SCHEDULE OF EVENTS	SCHEDULE OF EVENTS
8:00 AM	SETUP & ORDER SORTING TEAM (8:00 to 9:45)	
	<p>5 "Setup & Order Sorting" volunteers start.</p> <p>In Priority Order:</p> <ul style="list-style-type: none">- Set up tents in U shape in front of church entrance and around both corners of parking lot in closest proximity to church (Please look at Illustration on the last page of plan)- Place signs at front of each tent (signs consist of letters of alphabet) First letters of alphabet are located by tents first approached by traffic entering the parking lot (Please look at Illustration on the last page of plan)- Place chairs for volunteers at parking lot entrance- Place tables and chairs for volunteers in tents- Unroll hose so that it is accessible to tents	

8:30 AM Plant Distribution Truck Arrives	
	SETUP & ORDER SORTING TEAM
	<p>5 more “Setup & Order Sorting” volunteers join in, including Order Sorting Volunteer Lead.</p> <p>Photographer 1 starts taking photos.</p> <p>In Priority Order:</p> <ul style="list-style-type: none"> - Put on coronavirus protective equipment by church entrance: gloves & masks - Water plants! - Begin Assembling orders, and labelling them by last name of order recipient, in beer flats or cardboard boxes - Place orders in vehicles, according to delivery list, to be delivered to the recipient's address. (VOLUNTEER LEAD OVERSEES ORDER OPERATIONS—CROSS OFF DELIVERY ORDERS FROM MASTER & SUB PLANT ORDER CHECKLISTS ONCE DELIVERED) - Place orders under appropriate alphabetically labelled tent (last name of order should correspond with appropriate alphabetically labelled tent)
9:00AM	VEHICLE DELIVERY TEAM (9:00 until finished)
	<p>10 “Setup & Order Sorting” volunteers finish up</p> <p>- Vehicles deliver orders and return for more orders to be delivered until complete.</p>
9:45AM	ONSITE DISTRIBUTION TEAM 1 (9:45 to 12:15)
	<p>10 “Onsite Distribution Team 1” volunteers start—new Volunteer Lead takes over retired Order Sorting Volunteer Lead</p> <p>Photographer 1 finishes, Photographer 2 starts</p> <ul style="list-style-type: none"> - Place signs on both corners of Derby Rd. and Shelbourne St. - Volunteers man stations in preparation for event beginning

10:00 AM	EVENT BEGINS	
	<ul style="list-style-type: none"> - Volunteers put on coronavirus protective equipment by church entrance: gloves & masks - Volunteers invite plant order recipients into parking lot and tell them to honour six feet of social distancing precautions and drive to appropriate alphabetically labelled tent depending on their last name. - Volunteers retrieve orders from appropriate tents and load orders into plant-order recipients' cars after which they check-off Plant Order sub-checklist - Volunteer lead checks off Plant Order master checklist according to status of sub-checklists - Rotate plant orders surrounding tents so that if an order looks like it is getting too much sun it can be placed under shade of tent. <p>10 "Onsite Distribution Team 1" volunteers finish up. Photographer 2 finishes taking photos.</p>	
12:15	ONSITE DISTRIBUTION TEAM 2 (12:15 to 3:00)	
	<p>8 "Onsite Distribution Team 2" volunteers start—new Volunteer Lead takes over retired Volunteer Lead</p> <p>Photographer 3 starts taking photos.</p> <ul style="list-style-type: none"> - Volunteers put on coronavirus protective equipment by church entrance: gloves & masks - Volunteers invite plant order recipients into parking lot and tell them to honour six feet of social distancing precautions and drive to appropriate alphabetically labelled tent depending on their last name. - Volunteers retrieve orders from appropriate tents and load orders into plant-order recipients' cars after which they check-off Plant Order sub-checklist - Volunteer lead checks off Plant Order master checklist according to status of sub-checklists 	

	<ul style="list-style-type: none"> - Rotate plant orders surrounding tents so that if an order looks like it is getting too much sun it can be placed under shade of tent. <p>10 "Onsite Distribution Team 2" volunteers finish up.</p> <p>Photographer 3 finishes taking photos.</p>	
3:00PM	TAKE DOWN TEAM (3:00 until finished)	
	<p>5 "Take Down" volunteers start.</p> <p>In Priority Order:</p> <ul style="list-style-type: none"> - Take down signage - Put away chairs & tables - Disassemble Tents 	
3:30PM		EQUIPMENT RETURN TEAM (3:30 until finished)
	<ul style="list-style-type: none"> - Pack up orders that weren't picked up and put in storage at the Shelbourne Community Kitchen. <p>5 "Take Down" volunteers finish up</p>	<p>How many vehicles do we have? And cars or pickups?</p> <ul style="list-style-type: none"> - Pick up gear and drive it to appropriate address where it came from.

Illustration of Tent Assembly

Shelbourne Street Church of Christ
3460 Shelbourne St.
Church Entrance

