

CHECK-IN/LOGISTICS COACH CHECKLIST

PRE-SERVICE

- ☐ Turn on all computers/load check-in
- ☐ Check supplies (labels, stickers, visitor cards, pens) and distribute
- ☐ Check backup labels/pens (in case of check-in failure)
- ☐ Review day's event schedule/classroom closures
- ☐ Get final classroom/volunteer update from age-level directors
- ☐ Greet Check-In volunteers, communicate updates/news

CHECK-IN

- ☐ SMILE and greet families
- ☐ Rotate through check-in stations checking on volunteers
- ☐ Look for lines and redirect to less busy stations

POST-CHECK-IN

- ☐ Ensure all "change forms" are collected
- ☐ Ensure check-in is logged out (computers off at last service)
- ☐ Ensure all stations have been re-supplied