

# Preparing for Design Day Checklist

- Recruit **Steering Committee** (send up-to-date committee list to L&A).
  - Secure **site**, including approvals. Send site survey and photos to L&A.
  - Raise seed money to cover **Design Day** expenses.
  - Schedule **Design Day**.
  - Complete and mail Design Day **request form** with \$250 deposit.
  - Distribute appropriate sections of **Planning Guide** to all committee members.
  - Secure a fiscal **sponsor** or **nonprofit status**; open playground checking account.
  - Make up a tentative **Design Day schedule** (see sample in Planning Guide—review with designer).
  - Schedule **Design Day interviews** with school(s). If more than 1-2 schools are involved, arrange for apprentices to assist with interviews.
- Community celebration**  
(evening of Design Day):
- Secure a location.
  - Organize children's activities (i.e., face painting, bounce house).
  - If serving refreshments, begin planning and asking for donations.
  - Include a volunteer sign-up table.
  - Invite key supporters (individuals and businesses) from community.
  - Send L&A** historical info, population, # of children, # of schools, etc.
  - Preliminary **budget** (see sample form in Planning Guide).
  - Preliminary **choice of materials** (building materials and groundcover).
  - Begin creating **fundraising plan** (consider fundraising event at celebration).
  - Public relations** in gear to promote Design Day.
  - Children's Committee** selected and planning activity for celebration (i.e., song).
  - Consider your **project timeline** and, if possible, choose a build date.
  - Secure donated **housing** for the designer and arrange for airport **transportation**.



18 Eastlake Road, Ithaca, NY 14850 • toll free: 1-877-564-6464  
tel: 607 277-1650 • fax: 607 277-1433 • [www.leathersassociates.com](http://www.leathersassociates.com)

# Design Day Request Form

Project location (City/State) \_\_\_\_\_ No. of grade schools in area \_\_\_\_\_

→ **General Coordinator Name(s)** \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax (if available) \_\_\_\_\_

Email \_\_\_\_\_ Preferred way to contact \_\_\_\_\_

→ **Committee members already recruited**—*attach additional sheets if necessary*

	NAME	PHONE #	EMAIL ADDRESS
Fundraising	_____	_____	_____
Volunteers	_____	_____	_____
Public Relations	_____	_____	_____
Children's Committee	_____	_____	_____
Childcare	_____	_____	_____
Materials	_____	_____	_____
Food	_____	_____	_____
Tools	_____	_____	_____
Design & Special Features	_____	_____	_____
Special Needs	_____	_____	_____

→ **Sites**—You don't need a definite site in order to schedule your Design Day. Many times, we can work with you and the owner to determine the best site and to finalize approvals.

Location(s) \_\_\_\_\_  
\_\_\_\_\_

If a location has already been determined and finalized, photos and a survey would be helpful.

Non-refundable retainer of \$250 enclosed. We will send Playground Planning Guides upon receipt



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