

# Site Coordinator Checklist

## Before the Cleanup Event:

- Register your event: Find a cleanup site and set a date at [ShorelineCleanup.ca](https://ShorelineCleanup.ca)
- Visit your cleanup location: Is it suitable? Is it safe? Is there enough litter (big and small)?
- Contact the municipality: Get permission to use the site and arrange waste disposal
- Spread the word and recruit volunteers: Go to your Dashboard for posters, tips and other resources
- Gather your supplies: Do you have gloves, bags or buckets, "sharps" container and pens?
- Event forms: Did you receive your link to the online data tracking feature, or print Data Cards? Have all participants signed the online Waiver? Print out the Waiver form for any drop-in participants on your event page

## During the Cleanup Event:

- Welcome your participants and have them: form small teams, pick up supplies and use the online data tracking feature or a Data Card to track what they find
- Review safety and give a pep talk
- Let's cleanup! Take photos and tweet [@CleanShorelines](https://twitter.com/CleanShorelines) or Instagram [@ShorelineCleanup](https://www.instagram.com/ShorelineCleanup)
- Wrap up: Weigh the trash, submit mobile data or collect any printed data cards, and thank your participants

## After the Cleanup Event:

- Submit your Summary Data on your online account, or by email/mail
- Send in your forms: Email or mail your waiver and photos

**For more details on how to be a site coordinator,  
visit [shorelinecleanup.ca/cleanups/getinvolved](https://shorelinecleanup.ca/cleanups/getinvolved)**

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