

Project number: 101183736, Project acronym: EUFestByala

DAILY CHECK-LIST OF THE VOLUNTEER

Review the following documents:

Daily program of the Festival

Location scheme by event – workshops, courts, tents, medical/paramedical assistance

Equipment lists for the day by location and hours

Contacts list (medical staff, lecturers, referees, team leaders, country leader, media, etc)

Transportation and logistics for the day

1. Self-check

- ☐ I am wearing the official t-shirt and have a festival badge
- ☐ I have a reusable water bottle
- ☐ My phone battery is fully charged
- ☐ I have a working connection with my coordinator (incl. Viber/WhatsApp)
- ☐ I have the daily Fest program and for the area I will be in

- ☐ I have the detailed list of materials/supplies/equipment needed for the day and the area I will be in

2. Daily Fest Zone Check

(it refers for the zone for which you are responsible for, assigned by the Coordinator of the Volunteers)

- ☐ The Zone is clean and arranged according to the Programme and the event per the time-schedule
- ☐ There are signposts and information boards in place (if applicable) /court inspections, workshops/

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- ☐ Technical equipment is available (according to the zone) and arranged according to the approved scheme
- ☐ There is water provided, cooler bags, ice (morning check, noon and evening check)
- ☐ The trash cans are empty/cleaned (morning check, noon and evening check)
- ☐ Consumables for referees and competitors/competition are available (see the equipment list)
- ☐ Consumables for beach sports and traditional games are on the appointed locations (see the location scheme) – (morning and afternoon check, acc. to the games timing)
- ☐ Materials for lecturers in knowledge workshops are provided on site at the respective workshop /check information board - date, topic, lecturer, check if loaded presentation from USB drive on the TV screens/

3. Communication and Coordination

Morning Meet and Brief Session – see the time-schedule for location and time!

Notify if you will not be able to attend the Fest for the respective day (in the Group chat and/or to the Coordinator of the Volunteers)!

- ☐ Check for changes in the Daily Fest Programme
- ☐ I know who is in charge of my area today. (check for phone number of the person)
- ☐ I know the main persons in charge and locations:
 - Info point
 - First aid/Medical Staff locations
- ☐ Workshops areas
- ☐ The main Fest Coordinator
- ☐ The Media
- ☐ **For Country Leaders:** check the daily timing of the team games, locations, time-schedule, announce the details to your group

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4. Safety and Security

- ☐ Check the location of the emergency exits
- ☐ Review the instructions on how to react in an emergency situation (medical, conflict, etc.)
- ☐ Check the phone numbers of first aid staff, security guards

5. End of the Day

- ☐ Checking the area for safety, proper order, cleanliness
- ☐ Review the next day programme and forthcoming events
- ☐ Review what is needed and where is located for the next day – materials, consumables, equipment – where is located now, where it should be delivered, quantity needed
- ☐ Attend the Recap and Debrief Meeting with the Coordinator, discuss the day, provide feedback on the problems met, solutions, possible better solutions, etc.

Personal attitude and attention at every moment of the day

- ☐ I smile and am ready to help.
- ☐ I speak politely to participants and guests
- ☐ I am ready to assist in emergency situations
- ☐ When needed: I report to a coordinator, I don't improvise on my own

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