

Ground Control

Planning Checklist .1

- 1. Strategy:** Develop a department strategy for the event, ensuring the Liaison is on-board with the approach. e.g. Parking will plan for a bigger population and more cars
- 2. Staffing Plan:** Work out a staffing plan of Ignition people and Shift Volunteers needed to execute your strategy
- 3. Budget:** Determine a department budget and list of equipment, radios, and vehicles needed by the team
- 4. Recruit Ignition Leads:** Recruit Ignition volunteers necessary to staff the department during the event, Daily Leads, XXXOs, etc.

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Planning Checklist .2

- 5. Communications:** Make sure department web page, email lists, facebook groups, and other public information and communications lists are up to date
- 6. Volunteers:** If Shift Volunteer slots don't fill naturally, help recruit Volunteers to make sure operations don't suffer
- 7. Team Prep:** Prep and train the department's Ignition team as appropriate before the event, hang out, share plans and ideas, and start to build what we call "esprit de corps", a sense of being a part of something awesome

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Planning Checklist .3

8. Say Hi to DPW: Follow up with Apogaea's Department of Public Works:

- I. What department infrastructure must be built?
- II. What vehicles will be on the land?

9. Other Departments: Identify any other important department dependencies

- I. Will other departments be asked to enforce or check your policies?
- II. What handoffs happen between departments?

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Planning Checklist .4

10. Operations: Provide oversight during the event:

- I. Ensure Daily Leads or Shift Leads open their shifts on time
- II. Serve as a point of escalation for major department problems
- III. Be accountable for important department paperwork, such as the binders that hold Volunteer Check-In/Out sheets and department policy cheat-sheets
- IV. Ensure team-mates get sufficient rest and hydration
- V. In the case of serious problems or dangerous behavior, relieve members of duty

Ground Control Leadership Checklist

- 11. Wind Down:** Make sure the department is wound-down appropriately, the infrastructure is removed, and vehicles, equipment and radios are returned
- 12. WTF Just Happened?** Write an “Ember Report” that outlines what worked well, what worked badly, and provide feedback on Ignition leads and Shift Volunteers