**1-19-2017**

**Campus Walk-in Checklist**

**and Walk-in Plan**

1. **Contact Building Representative and visit event site the day before the event to review protocols, supplies, and Walk-in plan.**
2. **Arrive 30 minutes prior to beginning of event at event location to set-up and brief members and other participants.**
3. **Review Local 420 Press release and appoint one spokesperson to speak in the event media arrives at location.**
4. **Be sure to conduct the event in a public walkway or public property not owned by the school district.**
5. **At the conclusion of the walk, collect all materials and signs and lead all members back to the location to report to work on time.**
6. **Return to the office with all supplies and debrief.**
7. **In the event of emergency contact John Dominguez immediately at 210-602-4208.**