



Activity Booth Expectations

1 – Set-up Requirements

- > Set-up will be at 12p on the 18th. That should allow you to be ready and even grab your complimentary lunch from our lunch area before our guests begin to arrive at 1p.
- > Every activity needs to be under a POP UP TENT – typically a 10x10! This will help create a specific area for each activity and will help the look of our 1-3p event. You are required to bring that tent.
- > We will come around with a sign which will state the big idea of your activity. SO be sure LIFT knows what that is by April 14th. You are welcome to also have signage for whatever group or organization you represent.
- > If you need a table or chairs, you will need to bring them. If you need help securing those, contact us before April 6th to let us know. We may be able to help some booths with tables.
- > We will provide a map of The Amphitheater upon your arrival – please set up in the location designated for you.

2 – Interactive/Educational

- > We do require that there be some sort of interactive and/or educational component at each booth. Something that kids will enjoy and learn from and that is connected to our environmental theme in some way. Ideally they would walk away learning something from you, and at a minimum do something fun that reinforces Earth Day.
- > We hope to have a great crowd that day – it would be good to plan for that – 50-100 “interactions” ? We would expect folks to come through anytime between 1 and 3pm, so please plan on that. Having said this, especially this first year, we really don’t know what will happen! So thanks in advance for your flexibility and understanding.
- > IF your organization/company wants to give out info about what you do, that is totally fine, please be sure it is secondary to the Activity though. And please, no selling of any stuff – we are hoping the event will be all free and no pressure on our attendees.
- > Please TAKE PICTURES! Would love for you to send them to 423-314-2438.
You can also post to Facebook with #cleancatoosa2020

3 – Promotion

- > We would love for you to get LIFT a short description of your organization/business and a summary of what your activity will include along with a picture we can use or your logo at a minimum to help us advertise ahead of the event and to encourage folks to come check out your booth that day. You can send this info to tina@lift-ringgold.org asap.
- > We would also appreciate your help in spreading the word about Clean Catoosa – share our Facebook event (“Clean Catoosa 2020”) and Sign-up Site (www.catoosarec.com > special event tab > Clean Catoosa). Encourage folks to join us on a Work Project along with coming by for the 1-3p Celebration.

THANK YOU SO MUCH for helping make this event possible!