

Checklist for Packathons

Startup

Event Sponsor	CRUDEM - Haiti Health Promise
<ul style="list-style-type: none"> • Form Event Committee • Secure Event Space (hold 75 people minimum) • Set date for event 	<ul style="list-style-type: none"> • Attend all Zoom meetings • Help promote event through marketing materials • Attend the event • Setup Website for Registration and Donations

Roles

Event Sponsor	CRUDEM - Haiti Health Promise
<ul style="list-style-type: none"> • Supply 10 -12 people to assist in setting up the afternoon before the event • Supply 5 - 6 people for Check In and Registration • Welcome Participants and explain mission in Haiti, CRUDEM/ HHP to assist • Offer an Opening/Closing Prayer (Optional) • Supply 10 people to assist in clean up after the event 	<ul style="list-style-type: none"> • Provide Staff day of event • Provide shipping & logistics of event supplies • Lead the set-up (Packing & Registration areas) • Provide packing instructions • Calculate and Report the statistics of packing • Direct the clean-up team to repack supplies • Take possession and ship food to Haiti

Supplies

Event Sponsor	CRUDEM - Haiti Health Promise
<ul style="list-style-type: none"> • Event Space (minimum hold 75 people) • 50 Tables - 30"x72" (Event to Determine) • 30 Chairs (Event to Determine) • Electrical Power to Bag Sealers • Forklift (Unload/ Load Food Truck) • Pallet Jack (To maneuver product) • DJ and Music • Completed Registration (Event Website) • Signed Waivers (CRUDEM/ HHP to supply) 	<ul style="list-style-type: none"> • Infrared Thermometer • Hairnets • Gloves • Hand Sanitizer/ Hand Wipes • Event Posters/ Signage • Event T-Shirts • Small Supply of Masks • Safety Signage • Food Supplies ~ Rice, Beans, Vitamins, Vegetables • Boxes, Labels, Bags • Container Bins • Plastic Liners • Measuring Spoons & Cups • Bag Sealer Repair Kits • Slide Show Projector & Screen • Music/ PA Sound System • Funnels & Stands • Table Lining paper • Masking & Packing Tape • Tape Guns • Tupperware • Bag Stands • Electronic Food & Box Scales • Bag Heat Sealers • Extension Cords Power Strips • Box cutters • Instruction Sheets Markers • Batteries • Trash Bags • Shrink Wrap