

- Identify a location. Are liability forms needed?
- Identify dates.
- Notify IC of lab plans.
- Identify an instructor. (IC can help with this if needed)
- Send instructor lab sheets to the instructor for the course prep.
- Secure equipment. If equipment is needed contact IC for suggestions.
- Plan lunch for participants (vendors?)
- Acquire:
 - Class 2 vests
 - Hardhats
 - Gloves
 - Ear protection
 - Tinted safety glasses
 - Waters with coolers for days of the event
 - Clipboards
 - Pens
 - Diesel fuel for both days
 - Cones and flags for obstacle course
- College banners/tents
- Prepare/print
 - Sign-in sheet for both days
 - Lab sheets for students (provided by IC)
 - Lab sheets for instructors (provided by IC)
 - Certificates of completion issued by the College