

OTA: "Game On" Checklist

*Early arrival the first morning of camp should include the following steps:

1. Staff Uniform and Name Badge Check
2. Set up Desk Area (Central Command)
 - Organize Admin Bin, First Aid Bin, OTA Binders/Paperwork, Lock Box, Ball Pumps, etc.
 - Organize Hand Sanitizer and Disinfectant Supplies
 - Roster/Emergency Contact Sheet – Clipboard
3. Space Guidelines – Familiarity with Facility
 - Entrance and Exit Door
 - Indoor Camp Meeting/Announcements Area
 - Outdoor Meeting Area (in case of evacuation purposes)
 - Inside Games Space (gym)
 - Inside Low Intensity Activity Space (classroom, multi-purpose room, cafeteria)
 - Outdoor Playing Areas – Fields, Blacktops, Courts, Playgrounds, etc.
 - Outdoor Shaded Area – and shelter option
 - Lunch Spots – indoor and outdoor
 - Identify Camp Bathrooms / Locker Rooms
 - Identify Camp Water Break Systems
 - Identify Trash Cans
4. Discuss "Monday Morning Walk Around" Requirements
5. Establish Camp Staff Storage Area (bags, phones, lunches, etc.)
6. Establish Equipment, Gear, Supplies storage area
7. Establish Camper Bookbag/Lunches Storage area
8. Establish Health Treatment / Isolation area
9. Place Camp Announcement Boards
10. Review Drop Off and Pick Up Assignments with Staff (Greeter and Gate-Keeper)
11. Set up "Walk Up Stations"
12. Set up Speakers for Music
13. Review Daily Agenda with Camp Team
 - Establish Camper Groups/Teams/Attendance Lines
 - Set up or locate equipment and gear for Morning Stations and Activities

ON Deck:

- **Camp Freezer (for popsicles)**
- **Camp Movie System (Screen? TV? DVD? Streaming? Projector?)**
- **Custodial Contact**