



BRIGHT HORIZONS TRUCK DAY BEST PRACTICES: EQUIPMENT/SUPPLIES

2-3 MONTHS PRIOR TO TRUCK DAY:

Purchase any additional equipment/supplies needed for the event:

When securing the Truck Day location, be sure to find out what they will supply for the event (i.e., tables and chairs).

Determine any other items need to be purchased prior to Truck Day, such as:

- 1-3 cash boxes (welcome table, raffle table, bake sale/snack table)
- Poster board for making Truck Day signage
- Sharpie pens
- Tape
- Wipes
- Hand sanitizer
- Cups
- Napkins
- Paper plates
- Trash bags
- First aid kit + Band-Aids
- Banners for event
- The Bright Horizons Foundation for Children materials
- Bright Horizons Center materials
- Tables (if not provided)
- Chairs (if not provided)
- Extra water bottles/snacks to hand out to Truck owners and volunteers before and during the event—especially on a hot day

Go to a bank a few days before the event and get at least \$300 cash in \$1 and \$5 bills and divide into the cash boxes.