



BRIGHT HORIZONS TRUCK DAY BEST PRACTICES: SECURE A LOCATION/SET THE DATE

6 - 12 MONTHS PRIOR TO TRUCK DAY:

Secure a Location/Set the Date:

Truck Day will only be successful with a location that accommodates both a number of large trucks and vehicles AND parking for those who attend the event.

Some ideal locations:

- **Public school parking lots**
 - **Community college parking lots**
 - **Town facility parking lots**
 - **Library parking lots**
 - **Bright Horizons parking lots**
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- Please note: Some locations may require you to hire police traffic detail if the event is at or near a busy intersection.
 - Even if police traffic detail is not required, you should line up volunteers to help direct the flow of traffic during the event so people know where to enter, park, and exit safely.
 - This event works best on a Saturday or Sunday, and typically lasts three to four hours.
 - Ideally, you should find a location that is closed the day of the event so the only people using the parking lot will be those attending Truck Day. This is a question that should definitely be asked when booking the location.
 - Most locations require a four-hour minimum for rental and proof of insurance (to be provided by Bright Horizons Risk Management team). Don't forget to account for set-up and clean-up time before and after the event.
 - With a parking lot rental, it is imperative that you make sure there is either a building open with access to restrooms or at least one portable toilet you can rent and put on the premises for the day.
 - **RAIN DATES:** It is entirely up to you whether you offer a rain date. This event is DEFINITELY dependent upon the weather. Having small children on trucks in the rain is a liability and something you want to avoid at all costs. This is something you'll have to speak with the locations contact about as well—it could be possible that the space is available only on one day.