

CHCA EGG HUNT - Checklist

- Dates Set: Egg Stuffing _____ Hunt _____ Rain Date _____

- Shelter House Reserved for the 3 events
- Confirm Sponsors
- Promo written
- Confirm Bunny Costume Volunteer
- Take Stock of Supplies
 - Baskets, Toys, Grass, Empty Eggs, Bins, Signs, Stakes, Tape String, Egg #s
- Quality Check Bull Horn
- Buy Supplies (keep all receipts)
- Fb / website promos for Stuffing Egg Hunt (mid Feb)
- Order Coffee, Hot Chocolate, Doughnuts
- Signs Out for Egg Stuffing on Monday before the event
- Put out signs on the Monday before the Hunt
- Recruit photographer for the event
- Get keys for Shelterhouse

STUFFING DAY:

- Pick up Refreshments
- Set up for stuffing – Tables, bins, eggs, baskets, candy, toys, numbers
- Set out sign up sheet for school age volunteers;
- Clean up Shelter house; store eggs and baskets

HUNT DAY:

- Set up Course ; Hang sponsor signage;
- Set up tables & baskets with numbers assigned to each
- Bunny, Photos, Welcome kids, Announce Sponsors and get crowd excited
 - Ask people to recycle – leave unwanted baskets and plastic eggs
- Clean up shelter house
- Collect signs
- Write Story for the courier (300 words or so)
- Get reimbursement for expenses
- Report volunteer hours for high schoolers

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SUPPLIES NEEDED FOR THE HUNT:

** take stock of all left overs from previous year so we don't have to store much **

*** Don't use old candy

- About 10-15 pounds of small, indiv wrapped candy for stuffing, maybe 1000+ pieces?
- Some lollipops for baskets (5-10)
- Some bigger candy for baskets, big eggs, chocolate bunnies (? 10)
- Stuffed animals for baskets
- One or two big special stuffed animals
- Small toys for baskets (gliders, balls, chalk, books, etc. - Rhode Island Novelty.
(be sure to find some toys that are OK for under age 3)
- Baskets (find cheap ones at Walmart or dollar store) 32; (5 for each -6 groups + 2 extra)
- Grass for baskets (there is a good supply for now)

- Bins for each age group to place prepared eggs (in the storage room)
- Plastic eggs for stuffing – (2 bins full in the storage room)
- Stakes for building the course
- Mallet to pound in those stakes, Gloves to protect hands from splinters
- Surveying tape to mark the course (600 – 1000 yards of it)
- Signs for Lanes - Age group, need two signs of each
- Numbers (2 sets – 1 through 30) to put in eggs and on baskets.
- Cellophane tape to attach numbers to baskets , scissors are useful
- Strong tape for the course signage – duct tape
- String and/ or clothesline to hang Signage
- Karaoke machine or Block Blaster back up for megaphones

Sign in sheets and pens for school aged volunteers to track community service

Donuts, coffee, hot chocolate, cups, napkins for stuffing day.

Course set up notes