

Organizing a Waterway Cleanup

CHECKLIST

Note: If you are hosting a large or community-wide cleanup, consider assembling a committee to help you!

2-3 Months Before

- Select cleanup location.
Locations that may need attention include lakes, rivers, creeks, streams, ponds, streams, wetlands and other waterways in:
 - Community parks
 - Natural areas / preserves
 - Non-profit organization properties
 - Neighborhoods
 - Other public areas
- Request permission to hold a cleanup from the organization responsible for the property.
 - Determine if any permits are needed.
 - Confirm cleanup area boundaries.
- Determine cleanup date and time.
 - Check community calendars, schools schedules, etc. to select a date with few conflicts.
 - Set a rain date in case of inclement weather.
- Coordinate with local waste haulers and recyclers on the pickup, transport and disposal of collected litter/recyclables.

2 Months Before

- Plan an agenda for your target event day, including volunteer check-in/registration, logistics and safety meeting, supplies distribution, volunteer appreciation gathering or refreshments, etc.
- Solicit donations for refreshments, entertainment, or other support, if needed.

1-2 Months Before

- Recruit volunteers! Promote your event through:
 - Flyers
 - Emails, postcards, or letters
 - Websites (Volunteer, civic, and religious groups, community calendars, etc)
 - Newsletter articles
 - Posters*
 - Print ads* (for print media, newsletters, etc.)
 - Press releases* (for print media, newsletters, etc.)
 - Radio reads (scripts for DJ announcements)*
 - Etc.

1-2 Weeks Before

- Check, check, and triple check all logistics!

1 Day Before

- If media coverage is desired, send media alert* to your local print, radio, and television media.

Day of Event

- Set up EARLY.
- Smile and have FUN!
- Track all results on a wrap-up report*, such as number of volunteers, miles cleaned, pounds of litter collected, etc.
- Thank everyone involved, including you!

**Provided by Keep Texas Beautiful*



For help or information,
call Keep Texas Beautiful 1/800-CLEAN-TX