

Action roles should be adapted and used according to your specific group and action context. The following offers one possible outline of tasks and responsibilities for this role.

ACTION ROLE **LOGISTICS LEAD**

Your Role: > ensure physical materials and supplies are organized and on time

<p>BEFORE</p> <ul style="list-style-type: none"> <input type="checkbox"/> Write a checklist of all equipment needed: signs, sound system, armbands, banners, props, medical supplies, cell phone batteries, toilets, water, food. <input type="checkbox"/> Find secure sources for everything needed, with backup sources for most critical items (e.g. loudspeaker). <input type="checkbox"/> Work closely with other action roles to ensure that each person understands how the event will function and help ensure that all details are being tended to. <input type="checkbox"/> If you're in charge of finding volunteers for materials, distribution, equipment safekeeping, gather names and commitments. <input type="checkbox"/> Arrange vehicles, drivers, schedules. Review and troubleshoot route. Find secure drop-off point. <input type="checkbox"/> Plan ahead for getting all equipment safely back home after the action. <input type="checkbox"/> Are you responsible for buses, too? No way! That's too much. Seriously, if you run into problems or things become too much, speak up early! Ask for help!! <input type="checkbox"/> Get all equipment together ahead of time. Review checklist the night before. Final call to everyone. Get to bed early. 	<p>THE DAY OF</p> <ul style="list-style-type: none"> <input type="checkbox"/> Today, you can't start too early. <input type="checkbox"/> Gather everybody with coffee, pack up the vehicles and deliver. <input type="checkbox"/> Make sure your knowledgeable sound person is there for set-up one hour early. <input type="checkbox"/> Have other on-site volunteers at least an hour early. Give instructions on signs, leaflets, food distribution. <input type="checkbox"/> Delegate. Delegate. Delegate. Make other people feel great about helping! <p>AFTER</p> <ul style="list-style-type: none"> <input type="checkbox"/> Implement your forward-thinking plan for getting all equipment safely back home (remember the "Before" part?) <input type="checkbox"/> Gather up your pre-organized cleanup crew, ask for help through the loudspeaker <input type="checkbox"/> Transport everything back to the office. Plan an extra day for returning rentals and borrowed stuff. <p>NECESSARY SKILLS – TO HAVE OR DEVELOP</p> <ul style="list-style-type: none"> <input type="checkbox"/> You love detail. You will track tons of information <input type="checkbox"/> You are the type who thinks about everything that can go wrong, and to make backup plans. <input type="checkbox"/> You're capable of communicating clearly – especially verbally.
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Adapted from handout by Philippe Duhamel and Matt Guynn