

# MATERIALS COORDINATOR

## Before arrival

- Liaise with staff co-ordinator to clarify what is available on site, e.g. catering/outdoor equipment
- Check we have everything we need on the materials list before arriving at site
- Update sheet regularly as supplies are purchased
- Email all staff to gather other props we borrow, then co-ordinate what we need. (This can be items for carpet work, rugs, the archetype props. Refer to summary page of items borrowed from staff on materials list)
- Confirm receipt of items from staff via email then update materials list
- Request staff label their items (prior to arrival) for ease of collection at the end of the programme

## On site

- Organise materials area so you know what is where, including staff donations
- Keep items 'zoned', e.g. Those not needed until Saturday to stored be farthest away, items needed Thursday pm to be

foremost

- Keep a copy of the materials list in the materials area for reference
- Have the necessary props readily available for each session (refer to programme in advance and prepare the necessary items).
- Ensure props are returned and put back in their original places (Request this from staff)
- Regularly tidy the materials space after different parts of the programme have been completed. This helps to keep smooth running and makes it easier to find things
- Set up 'lost property' box for staff and another one for participants. Regularly check these towards the end of the programme to ensure items are returned or claimed
- Keep the area as clutter-free as possible to ensure safety and to make it easy to find materials
- Use a separate container for pens, scissors, tape, to stop Cos rummaging through the whole stationery box every time they want something

## Clear up

- Ensure that the right materials go in the right boxes (Boxes are labelled).

- Liaise with Staff Coordinator and Site Coordinator for last check of site to collect up any remaining items
- Request staff take their personal materials and belongings from the materials room
- Inform Staff Coordinator of anything missing, and keep a list of things to buy for next year that were overlooked
- Update materials list for following programme

## **General**

Be in control, amiable and firm, and remain so all the way through the weekend! Stay calm when others panic!

Ensure that one materials co-ordinator is in the room as much as possible, particularly on Tuesday and Wednesday for set up and between sessions. Take breaks when it's quiet.