

National Park(ing) Day: A Checklist

National Park(ing) Day is Friday September 19, 2008.

Here are some items to consider before, during, and after the event.

Before ... you plan

- Have you told [TPL](#) you are participating?
- Have you asked your supervisor for permission to take time for Park(ing) Day?

Planning your park(s)

- What kind of event are you considering (just yourself? other groups too? day of events? Theme?)?
- Research local parking regulations and/or contact local parking permit office
- Are other groups involved?
- Consider hosting a planning party to identify collaborators and assign responsibilities
- Have you contacted the city agencies you deal with to keep them informed and invite their participation?
- Scout location(s) of park(s)
- Contact local police precinct about your plans
- Contact local business owners about your plans
- Source materials for your park (can a garden supply or parks agency supply a tree or sod?)
- How will materials get to and from the park(ing) spot (can a car share service offer a truck?)
- Will someone "reserve" the spot in advance?
- What barriers (stanchions, cones) can you create to separate the park from traffic?
- Do you have quarters for the meter?
- Will someone take pictures/video?
- Who is/are the spokesperson/people at the site?
- Are your Park(ing) Day sign and handouts printed?
- Is there a map to your park(s)? (Consider including bike routes and public transportation on the map)
- Do you have a team for breaking down the park?
- Do you have destination(s) for donating any materials used in your park?
- Have you sent your Park(ing) location to [TPL](#) for posting?

Announcing your event

- Post to blogs, social networking Web sites
- Postings in local entertainment guides
- Do you have a call to action?
- Do you have entertainment or other draws to your park that will help bring people?
- Have you downloaded the sample press release?

Day of...

- Quarters for the meter.
- Consider reserving a space across the street for TV cameras.
- Consider taking your time setting up and breaking down – these activities are of interest too
- Have handouts available and National Park(ing) Day sign(s) posted

- Do your handouts have maps to other Park(ing) Day parks?

After Park(ing) Day ...

- Thank everyone who helped
- Post images on [Flickr](#) or send images to [TPL](#)
- Post Video to [YouTube](#)
- Send media and blog coverage to [TPL](#)