



# Car Seat Checkup Event- Checklist

## Planning your event:

- Select location
- Set date and time
- Secure your staff
- Promote event
- Gather resources & supplies

## Staffing:

- Checkup event site coordinator
- CPS Technicians
- Senior Checker/ Instructor
- Greeter
- Traffic Coordinator

## Supplies:

- Narrow pool noodles (2-3")
- Wide pool noodles (4")
- Plastic picnic knife to cut noodles
- Clipboards & pens
- Scissors
- Locking clips & belt-shortening clips
- Chalk to mark parking spots
- Duct tape & wide masking tape
- Screwdrivers (Philips & Regular)
- Pens/pencils
- Ruler & measuring tape
- First aid kit/band aids
- Post it notes
- Paper clips
- Hand sanitizer
- Rubber gloves

## Resources:

- Parent hand-outs (CPS Materials)
- Inspection forms/check list
- Recall list
- Latch Tether manual
- Car seat manufacturer's instructions
- Seat verification log sheets for re-certification
- CHAD stickers
- CPS Certification Training Guide (manual)
- List of Manufacturer's Contact Information

## Other:

- Car seats for sale or to giveaway
- Banner/Sign
- Directional Signs
- Scale/Growth chart
- Orange cones
- Table/Chairs
- Tent/sand bags
- Garbage bags/ bins
- Water/refreshments
- Dolls for demonstration
- Nametags for staff
- Donation envelopes
- Laptop to view manufacturer's instructions
- Masks
- Hand sanitizer
- Gloves