

Wisconsin Child Passenger Safety Program



Checkout Event- Checklist

Planning your event:

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

Staffing:

- Checkout event site coordinator
- CPS Technicians
- Senior Checker
- Greeter
- Scribe
- Traffic Coordinator

Supplies:

- Narrow pool noodles (2-3")
- Wide pool noodles (4")
- Plastic picnic knife to cut noodles
- Thin towels & slip guard (i.e. rubber shelf liner)
- Clipboards & pens
- Scissors
- Locking clips & belt-shortening clip
- 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
- Safe Ride News Fact Sheet
- 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:

- Child Safety Seats for sale or to giveaway
- Banner/Sign
- Directional Signs
- Scale/Growth chart
- Orange cones
- Table/Chairs
- Tent/sand bags
- Waste receptacles
- Water/refreshments
- Dolls for demonstration
- Sunscreen
- Nametags for staff
- Donation can or envelopes
- Laptop to view manufacturer's instructions