

## Before the Cleanup Event:

- Register your event: Find a cleanup site and set a date at [ShorelineCleanup.org](https://ShorelineCleanup.org)
- Visit your cleanup location: Is it suitable? Is it safe? Is there enough litter (big and small)?
- Contact the municipality: Get permission to use the site and arrange waste disposal
- Spread the word and recruit volunteers: Go to your Dashboard for posters, tips and other resources
- Gather your supplies: Do you have gloves, bags or buckets, "sharps" container and pens?
- Event forms: Did you receive your link to the online data tracking feature, or print Data Cards? Have all participants signed the online Waiver? Print out the Waiver form for any drop-in participants on your event page

## During the Cleanup Event:

- Welcome your participants and have them: form small teams, pick up supplies and use the online data tracking feature or a Data Card to track what they find
- Review safety and give a pep talk
- Let's cleanup! Take photos and tweet [@OceanWise](https://twitter.com/OceanWise) or Instagram [@Oceanwise](https://www.instagram.com/Oceanwise)
- Wrap up: Weigh the trash, submit mobile data or collect any printed Data Cards, and thank your participants

## After the Cleanup Event:

- Submit your Summary Data on your online account, or by email/mail
- Send in your forms: Email or mail your waiver and photos

For more resources visit your Lead page at [shorelinecleanup.org/lead](https://shorelinecleanup.org/lead)

Questions? Contact us at [shorelinecleanup@ocean.org](mailto:shorelinecleanup@ocean.org)