

2026 Outdoor Event Checklist (Items at HQ)

EVENT, DATE, LOCATION:

Event Manager(s): _____

Phone Numbers & Emails: _____

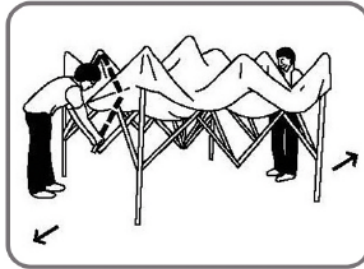
CHECKLIST	COMPLETED
10 X 10 Tent – Use our BCDP logo canopy tent. TWO-THREE people are needed to set up the tent. YouTube Set-Up Instructions and/or see next page. *Note: if possible, volunteers should wear their BCDP “Join the Party” T-shirts	
Sandbag weights to weigh down tent in the event of windy conditions.	
2 or 4 comfortable collapsible chairs. Low-to-the-ground beach chairs are not recommended.	
One 6-foot folding table	
1 fitted BCDP tablecloth to drape over the table	
Plexiglass holders for literature	
Small weights to weigh down literature	
Table display suggestions: BCDP wristbands; “Had Enough” business cards with our website address and QR code — so visitors can sign up for the BCDP Newsletter and to volunteer*; candidate flyers/rack cards in partisan election years; “Where We Stand” handouts; etc. *Note: if possible, help visitors complete Newsletter/Volunteer sign-ups through our website using the QR code on the business cards WHILE THEY ARE WITH YOU	
Items for sale: BCDP T-shirts, buttons, fans, lapel pins, stickers	
BCDP Contribution Forms, Envelope for \$\$, and Pens	
Water, Ice, Cooler(s) – You may want to hand out cold water, if enough people donate cases of water (optional)	
2 -3 volunteers per 2 hour or more shift.	
Try to have at least one person knowledgeable about BCDP in the tent at all times to answer questions. Be professional, attentive to visitors, and project the image of a well-organized group.	
Take Pictures! Email to the Communications Team with a brief description and names of those in the photo for sharing.	

Custom Canopy

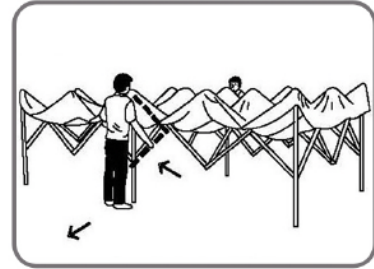
Setup instructions



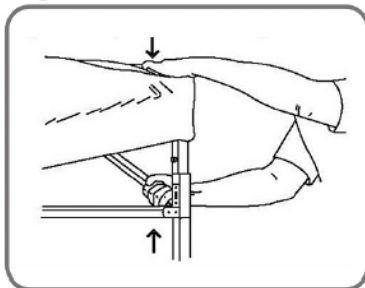
Place tent graphic in center of the area to be sheltered. Have 2 people stand on opposite sides, grasp two outer legs, lift off the ground and step backwards, stopping at arms length.



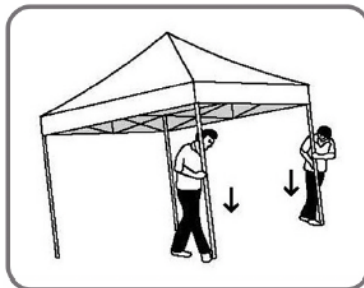
Grasp at the bottom of the canopy tent on opposite sides, as shown. Lift up and step backwards until tent is fully opened.



Note: For 20' x 10' tent each person should move to middle leg of 20ft side. Grasp bottom of the tent, lift up and step backwards at the same time until tent is fully opened.



Engage the push button at each corner by pushing up with one hand while holding down top of leg with the other hand. Push button will engage in the hole by locking in.



Lift two adjacent outer legs up and pull out the inner legs until snap locks. Repeat on all legs. Raise or level the tent using push button found near bottom of each

IMPORTANT

Windy Condition - Use stake kit or Sand bags.

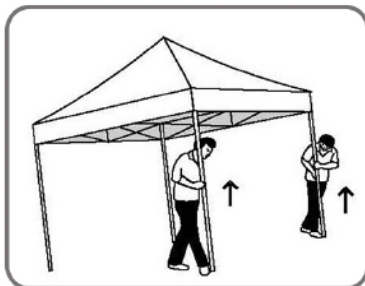
Heavy Wind - Take tent down.

Wet Fabric - Let tent dry before closing.

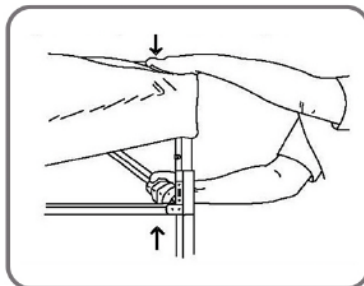
Storage - Use cover bag when not in use.

Rain - Do not leave tent unattended.

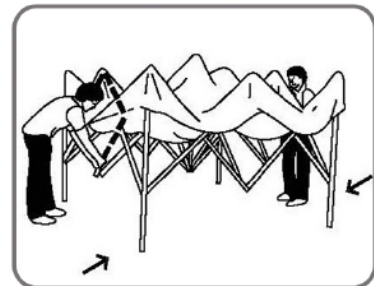
Closing instructions



Lift outer legs slightly, then depress the push button to telescope inner legs up into outer legs. Repeat on opposite side.



Release push button at each corner to release pressure on slider. Repeat on all four corners.



Grasp top of the tent on opposite sides. Lift and shake the tent. Step forward towards your partner until the tent is 3/4 closed. Grasp two outer legs, push together till tent is fully closed.