

Bioblitz checklist of stuff

Ref No	Description	Deadline Date?	Notes	Who Dealing	Complete/Status
1	BCC Event Form	22/3/2013		Liz	50%
2	First Aid Cover	22/3/2013			
3	Walkie Talkies	19/4/2013	Some in the house?	Dave	10%
4	Chairs & Tables	19/4/2013	Some for indoor rooms, some for outdoor use	Dave	10%
5	Toilets – normal		Using house toilets – but not accessible	Dave	100%
6	Toilets – disabled/baby changing	1/4/2013	We have a couple of quotes		20%
7	Catering – Public		Cafe Revival t capacity acceptable	Liz	100%
8	Catering – Volunteers	22/3/2013	Gayle Tate of Revival providing quote	Liz	10%
9	Naturalists recruited	1/4/2013	12 so far	Matt	30%
10	Volunteers recruited	1/4/2013	Opened 26/2	Matt	10%
11	Steward's hi-viz vests	1/4/2013	In BNHC storage somewhere	Matt	80%
12	Field lab staff	15/3/2013	UWE grant success – Dave Molesworth can run	Matt	50%
13	Field lab equipment		UWE grant success – Dave Molesworth can provide	Matt	80%
14	Badges	22/3/2013	Should have sufficient between BNHC and HLF badges – need to check.	Matt/Dave	80%
15	Field Equipment	1/4/2013	BNHC have a grant to buy more equipment	Matt	60%
16	Outdoor bases/Outposts	1/4/2013	Need to decide whether/how many/where		
17	Programme of activities – First cut	15/3/2013	First cut needed for event form	Matt	
18	Programme of Activities – Final	1/4/2013	Needed for welcome packs	Matt	
19	Welcome packs designed	15/3/2013		Dave	
20	Welcome packs printed	30/4/2013		Dave	
21	Funding – BCC Event	31/3/2013	Application submitted – o/s	Liz	90%
22	Funding – Cory Env	31/3/2013	Second round assessment awaited	Matt	90%
23	Media coverage – Wildscreen	15/4/2013	Extent of, requirements, cost etc – Wildscreen agreed in principle	Matt/Liz	5%
	BioBlitz Film		UWE wildlife filmmaking student to produce a short film about the event	Matt	5%
24	Media coverage – Other	15/4/2013	Had approach from another source, awaiting details and costs	Liz	
25	Public Liability cover	31/3/2013	Insurers are happy as long as BNHC staff	Matt/Liz	100%

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			present		
26	Risk Assessment	10/3/2013	Full project risk assessment with subset for BCC event form	Jules/Liz	25%
27	Digital record - Webhost	10/3/2013	Need webhost of suitable capacity set up	Dave	
28	Digital record – Wordpress Blog	31/3/2013	Needs webhost set up – then a couple of hours' work	Liz	
29	Wildlife Recording	31/3/2013	BRERC services expensive, possibility of using iRecord with Liz and/or volunteers	Liz	30%
30	Schools involvement	15/3/2013	6 schools/groups identified – formal contact not yet established for timetabling. No KWAG co-ordinator identified		10%
31	Safeguarding (2 volunteers at least)	15/3/2013	Need volunteers willing and able to be Lost Child Officer at all times on site		