

2018 Open House Briefing for PA Staffers

Please arrive by 7:30 a.m. to set up. This year we are giving away bags of compost plus oak tree saplings. The EQ Compost is limited to (2) 40 lb bags per household (we will have a sign stating such); the saplings are unlimited. Both are available for free while supplies last. Laborers will be on hand to load the heavy compost bags into guests' cars. The compost and trees will be located near the parking areas for ease of loading. There will be a few of each for display in the welcome areas.

Your name and contact information listed below was provided to each site. You can ask for any of the people listed in your column if you need assistance or have questions.

Welcome Station	Calumet	Egan	Hanover Park	Kirie	O'Brien	Stickney
Site Contacts	Reed Dring 708-990-9143	John Kargbo 708-655-4492	Control Room 630-736-4216	Adam Gronski 708-363-1974	Sanjay Patel 847-568-8312 and Aruch Poonsapaya 847-568-8315	Steve Carmody 312-315-3057
PA staffers assigned to site	Jan Donovan 847-997-9946 and Kathy Ecklund 312-485-2253	Dan Wendt 312-241-5815	Jan Kolar 312-307-9421	Mary Bowers 312-989-6570	Justin Brown 312-623-5172	Pat Thomas 312-608-9685 and Rebecca Wooley 872-202-4352

- **Welcome table:** You will manage the welcome table and tour sign-in process and distribute the special open house waivers. You will utilize the tour sheets as needed to facilitate the flow of traffic for the open house and tour activities – similar to previous years. In general, there will be 3 tables in your welcome area for sign-in duties, literature, and snacks. Each site has its own considerations so please adjust to conditions as needed. Some sites have an additional M&O admin person that will assist with tours but not necessarily in the welcome area (Calumet, Egan, Kirie and O'Brien).
- **Rain barrels:** We will bring a rain barrel to each site for display to promote our program (no raffle).
- **Signs:** We have a welcome sign w/easel for each site. There will also be a sign to be posted near the compost stating the limit of 2 bags per household. There will also be "Open House" directional yard signs. Calumet will have 4, Kirie 3, and the others will have 2 each at their main entryways.
- **Event materials:** Your material will be packed and labeled accordingly for pick up in MOB-1. Please leave all literature at the plants once the event is over.
- **Bus rentals:** Calumet and Stickney will each have 1 rental bus for tours. Please note the Stickney tours will utilize the MWRD bus plus the rented bus (2 buses total). The rental buses from Olson Transportation are to arrive at 8:30 a.m.; Olson Transportation has the cell numbers of PA staffers at their respective sites.
- **Photos:** Please capture a few candid and posed photos at your event. This year we will have a cute photo frame for people to use for selfies and event photos. If you are able to post to MWRD Social Media, please do so to help capture the experience at your site. Use #TimetoBuild with your posts. If you do not have access to our Social Media accounts, please text your photos to Allison 312-316-8436. Please be sure to photograph our Commissioners and other VIPs who may be touring. We will use the photos during and following the event as a post-promotional effort.
- **BOC briefing:** We have provided the BOC with a briefing about the event. It includes contact numbers for M&O staff at each plant should directions be needed. A listing of the PA staffers who will host the welcome area is also included. We don't know who among them will attend the events and where, so just be prepared to get them in a photo at your site when possible.