

# Special Event Trailer Guidelines and Resources

Dane County Parks Volunteer Program  
4212 Robertson Road, Madison WI 53714  
PH: (608) 516-3703



# Greetings!

Welcome to the DCP Special Event trailer. In this trailer you will find a wide assortment of tools and supplies you may need for your volunteer event. This binder is meant to be a resource for you and should be your first point of reference for anything located in the trailer. If needed, please complete the feedback forms (either on paper or electronically by using the QR code on pg. 12), if you need to report something as missing, broken, or needing restocking.

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## Contact Information

<b>Emergency</b>	<b>911</b>	
<b>Non-Emergency</b>	Dane County Sheriff's Non-Emergency County Dispatch	(608) 255-2345
<b>Park Ranger</b>	See map with phone numbers on <b>page 12</b>	
<b>DCP Volunteer Program</b>	Claire Lamberg, Land & Water Volunteer Coordinator	(608) 516-3703 lamberg.claire@countyofdane.com parksvolunteer@countyofdane.com
<b>Parks-Related Issues</b>	Dane County Land & Water Resources Department	(608) 224-3703 dane-parks@countyofdane.com
<b>Poisoning Related Emergencies</b>	Human Poisonings	800-222-1222
	Animal Poisonings	800-224-4500
	Pesticide Spills	800-943-0003

If you or someone nearby is experiencing a medical emergency, you are witnessing a crime, or some other urgent event occurs, **call 911**. After calling 911, Dane County Parks should also be notified if any incident occurred on county lands that require notification of emergency services.

## Reminders

Volunteers are expected to be welcoming, considerate, and respectful ambassadors and to be a positive reflection of Dane County Parks. When working in any capacity, volunteers are representatives for Dane County Parks and are expected to follow basic rules of etiquette and courtesy. The following are some guidelines to follow when working in a park and interacting with the public.

- Be courteous and polite to park visitors at all times.
- Understand that county lands are owned by everyone and access is typically granted to multiple user groups.
- Volunteers are not exempt from park rules and regulations and should set a positive example for the public.
- Be aware of how your activities can affect other park visitors and neighboring land owners (noise, smoke, chemicals, etc.) and attempt to minimize conflict however possible.
- Work in a safe manner, especially near trails and public use areas where visitors are concentrated.
- Give park visitors the right-of-way on trails and roads.
- Greet park visitors in a friendly manner and if asked, explain what you are doing and why your efforts are important.
- Be able to explain the volunteer program and direct people through the proper channels if they express an interest in participating.
- Know the rules of the park. (Dogs on leash, park hours, etc.)
- If someone takes issue with your activities in the park, be polite and feel free to direct them to Dane County Parks' staff to answer their questions/concerns.
- Consider every interaction with a visitor as an opportunity to promote and encourage new volunteers.

## Event Trailer Inventory

Large Items	Quantity
Cooler – 5 gallons (water)	6
Cooler – 48+ qt rectangular (hard sided)	2
DCP Feather Flag Banner Kit	1
Folding Tables	10
Microphone – ION Power Glow 300	1
Parking Barricades	6
Pop-Up Tents	12
Smaller Items	Quantity
Clipboards	3
Duct Tape	1
Extension Cords (orange)	20
First Aid Kit	1
Flashlight: Large / Small (+ batteries)	2 / 5
Garbage Bags (rolls)	2+
Hammer	1
High Visibility Vests	20
Parking Lane Marker Posts (orange)	2
Parking Wands	13
Rope Flag	3
Rope, 50'	3 totes full of various lengths and colors
T-posts (green)	10
Tarps (blue) / (brown 6' x 8')	1 / 3
Traffic Cones	11+
Walkie Talkies + chargers	12
Zip Ties, Small (package)	3

# Reference Pictures – Event Trailer



**Front of Trailer:** Smaller boxes stacked on top of large, everything secured with bungee cords. Parking barricades: “feet” secured by bungee cords; top “bars” secured by two small orange ratchet straps attached to ceiling (make sure they are re-tightened when the bars are put back).





**Middle of Trailer:** Pop-up tents and DCP feather flag (in black carrying case) secured with large ratchet strap. Buckets with signage secured to wall with bungee cords.





**Back of trailer:** Cones stacked neatly on dolly and secured to wall with yellow ratchet strap. Coolers stacked neatly and secured with “octopus-style” bungee cord. Tables secured with small ratchet strap.



# Reference Pictures – DCP Feather Flag



**DCP feather flag:** Is stored in a black carrying case labeled “Dane County Parks”. Separate pieces marked “A”, “B”, “C”, “D”, etc. Silver “donut” can be filled with water to weigh it down, or can be weighed down with stones/bricks.

## Closing and Cleaning Up Procedures

1. **Please leave things better/cleaner** than you found them.
  - a. Bag up and dispose of all trash. Tied bags can be left in or near a DCP waste receptacle following an event, NOT in the trailer.
  - b. Sweep out the floor of the trailer.
2. **Close vent on trailer ceiling** (if opened).
3. **Return items to where they were found** - refer to the images provided in this binder and the signs on the sides of the trailer.
4. **Double check** that everything has been returned to the trailer.
5. **Secure items** with ratchet straps and/or bungee cords. Make sure everything is pulled tight so the items won't move around and get damaged while the trailer is in motion.
6. **If the trailer is not returned clean and in orderly condition there will be a \$75/hour cleaning fee billed to the group.** Hours will be rounded up to the next whole hour.

Other Friends Groups and volunteers rely on this trailer and issues can go unnoticed without proper follow-up. If something breaks or gets damaged during your event, that's okay - email the DCP Volunteer Program at [parksvolunteer@countyofdane.com](mailto:parksvolunteer@countyofdane.com) so we can go about fixing or replacing it. We understand that the weather and other factors can make it hard to return things into the trailer clean and dry. Let us know if these circumstances arise so that we can take care of the trailer in this type of situation.



# Thank You!

Our volunteers are vital to the Dane County Parks system. We greatly appreciate and value the time and effort that our individual volunteers and Friends Groups spend in all areas of our park system. Dane County Parks relies heavily on the help from our volunteers and we wouldn't be able to achieve the accomplishments and milestones that have happened within the parks without your help.

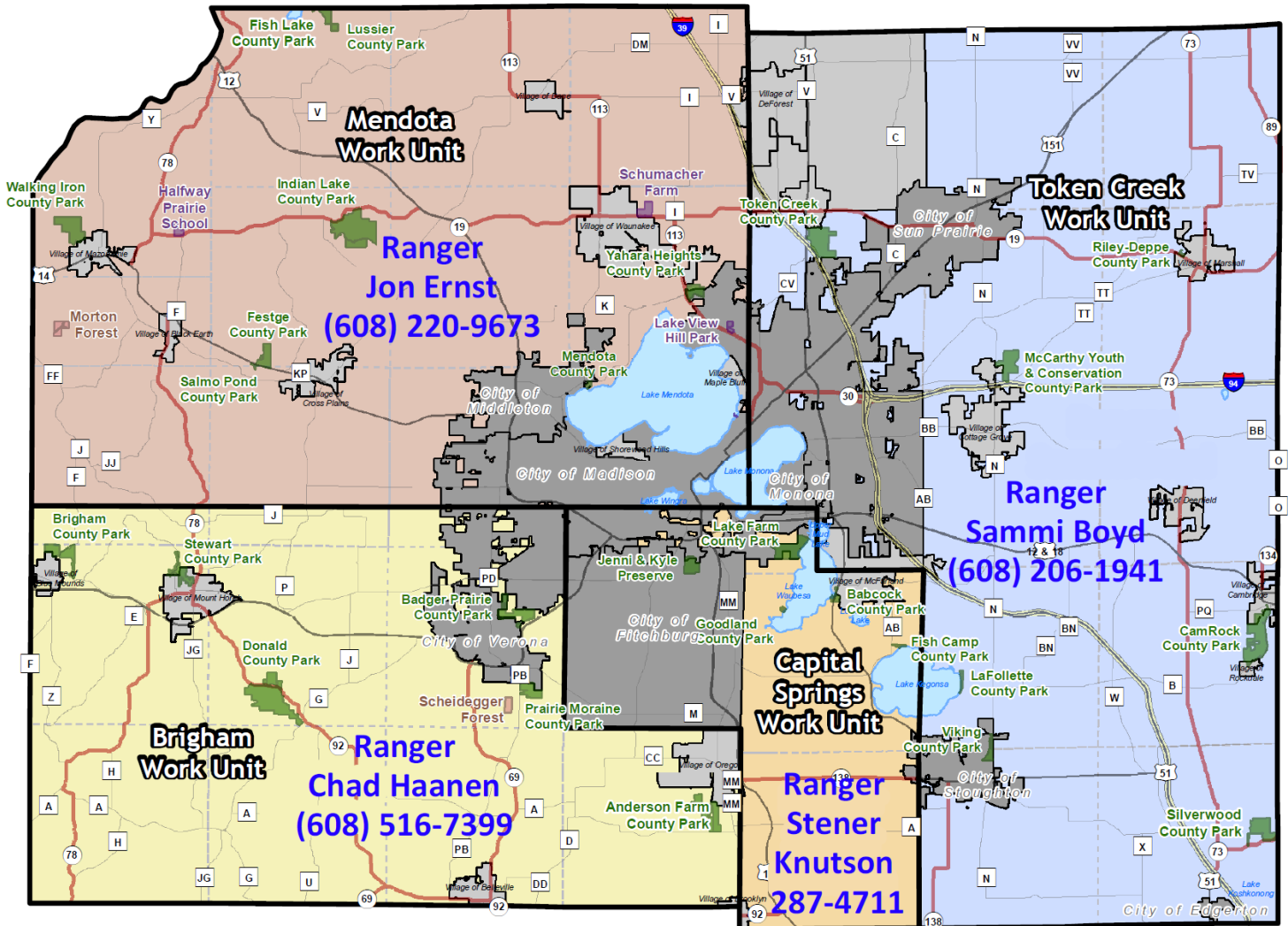
**Thank you for all that you do!**





# Park Ranger Contact Map

## Dane County School Parks - Work Units



**Lead Ranger - Brian Berkan (608) 220-4386**

H:\Parks\Mapping\DaneCountyMap\Work\_Unit\_Map  
Map updated 11/30/2021 by Dane Co. LWRD

## QR Code for Reporting and Feedback

Scan this QR code with your smartphone to access the feedback reporting form for the Special Event Trailer.

This allows you to report something in the trailer that needs immediate attention or to give us feedback on other things that could be changed to make the trailer better.

**If you submit a form electronically, please let us know either by text or email so we can check it.** We do not get notified when a form has been submitted.

