

The Plastic Bottle Boat Challenge

CHECK LIST



This document is written to help you deliver the Guinness World Record at your venue.

To make planning easier we have split the check list into 3 sections:

- Before
- On the day
- After

WE ARE HERE TO HELP 😊

Please note any questions regarding the record attempt including sign up, results, fund raising, recognition, participation and certification should be directed to the team, via tony.bishop@queenmary.org.uk

Good luck, happy recycling and thank you.

BEFORE

The Task	Description	Notes	✓
Make a folder!	<ul style="list-style-type: none"> For all your event documents https://www.plasticbottleboatchallenge.com/world-record/downloads 		
Event Guide Read it and share it	https://www.plasticbottleboatchallenge.com/sites/default/files/pbb_c_event_guide_2018.pdf		
Location	<ul style="list-style-type: none"> Know where you area holding the event, make contact. 		
Plastic Education	<ul style="list-style-type: none"> Make a plan for your plastic education lessons 		
Tell	<ul style="list-style-type: none"> Even if its just one class - Make sure the whole school knows about it! On the link below there is a draft press release / news story for you... https://www.plasticbottleboatchallenge.com/plastic-education 		
Plan the day	<ul style="list-style-type: none"> Start with the event tine at 14:00 BST and work backwards (and forwards) from here – The boats launch simultaneously at 14:00 Plan the timing schedule from morning registration to home time, including any travel times. 		
Find two witnesses	<ul style="list-style-type: none"> Nominate and brief Two Independent Witnesses. They cannot be a connected to the school, or have any family involved in the challenge. 		
Find two timekeepers	<ul style="list-style-type: none"> Nominate and brief Two Time keepers for the event. They cannot be a connected to the school, or have any family involved in the challenge. 		
Find stewards (1:50)	<ul style="list-style-type: none"> Nominate and brief Stewards on a ratio of no more than 1 steward to 50 participants (1:50) If unsure as to the number of participants on the day, go for more rather than less. 		
Print all evidence documents	<ul style="list-style-type: none"> Follow link to the event documents page > start printing: https://www.plasticbottleboatchallenge.com/world-record/downloads Cover letter Witness Statement x2 Steward Statement x2+ Time Keepers Statement x2 Schedule 2 Form and Schedule 3 Form Instructions how to make a model boat 		
Make your boats	<ul style="list-style-type: none"> Make the boats before the event https://www.plasticbottleboatchallenge.com/sites/default/files/pbb_c_boat_design.pdf 		
Equipment as required	<ul style="list-style-type: none"> If needed... Tape for the restricted area Cones clicker counters clipboards high vis tops clipboards 		
Find a Video person and some cameras!	<ul style="list-style-type: none"> The task is to assign a designated person, check they have the equipment needed and can use it! you need to show: <ol style="list-style-type: none"> Counting participants at the Entrance Video of the full attempt at 14:00 (smart phone in shot) Larger attempts a second angle, and consider back up 		
Find a Photographer	<ul style="list-style-type: none"> You will need to take photographs of the start and finish. You will also need group photos showing the scale of the event as this is a key requirement for GWR. 		
Recycling	<ul style="list-style-type: none"> Organise your post event plastic bottle recycling. This could be a bin or contact the council and get a recycling lorry! 		
Risk Assessment	<ul style="list-style-type: none"> Complete your own risk assessment as required 		
TELL EVERYONE!	<p>Make sure you tell everyone about your event – On Website Email members Facebook and twitter Posters... Press release here https://www.plasticbottleboatchallenge.com/world-record/downloads</p>		

ON THE DAY

The Task	Description	Notes	✓
Evidence team briefing	<ul style="list-style-type: none"> • Before the event run through what the witnesses, timekeepers and stewards will be doing and answer any questions. • Hand out the sheets they will need to complete. 		
Venue Set up	<ul style="list-style-type: none"> • Controlled area, using tape if needed • Entrance • Location of video cameras 		
PHOTOS	<ul style="list-style-type: none"> • On the day make sure you take lots of photos!! • Witnesses counting > Stewards in monitoring areas • Boats launching > Individuals taking part • Mass participation shots during attempt • Group Aerial photo • RECYCLING plastic bottles! 		
VIDEO	<ul style="list-style-type: none"> • Counting: Witnesses counting participants entering the attempt area. • Whole attempt: Including Smart Phone showing the time All participants in one shot from a raised view point 1. • Whole attempt: All participants in one shot from a raised view point 2. 		
Boats	<ul style="list-style-type: none"> • Check they are holding together! • Check they have string for the participants to hold. 		
Attempt	<ul style="list-style-type: none"> • Participants line up at the entrance • Witness count participants and boats though entrance • Participants line up along the water front • Countdown to 14:00 BST • Simultaneous launch in 5 seconds and boats float more 60 seconds • Attempt completed, remove boats from water • Cheer!! 		
Recycling	<ul style="list-style-type: none"> • Remove the plastic bottles from the boats and place in recycling bins. 		
Signed Statement	Collect statements from: <ul style="list-style-type: none"> • Independent witnesses. • Stewards. • Time keepers 		
Media!	POST any video and pictures with the tag #PBBC		

AFTER

The Task	Description	Notes	✓
Complete cover letter	<ul style="list-style-type: none"> Please provide us with a cover letter from your club detailing their participation in this event. 		
Video of the event, saved to DVD	<ul style="list-style-type: none"> Please burn a video of the event onto a DVD. Make two copies - one to send and one to save. 		
Photos of the event, saved on CD/USB	<ul style="list-style-type: none"> Please provide us with photos of the event on either a CD or USB. 		
Witness Statements	<ul style="list-style-type: none"> Signed statements from both independent witnesses as per the templates provided 		
Steward Statements	<ul style="list-style-type: none"> Signed Statements from all the stewards as per the templates provided. There needs to be at least 1 statement per 50 participants (1:50) 		
<u>SEND</u> evidence to	<p>Please return all information, resources and statements to</p> <p>PBBC – World Record Attempt Queen Mary Reservoir Ashford Road Ashford Middlesex TW15 1UA</p> <p>Please do not send anything directly to Guinness Note: you will not get any of the enclosed items returned</p>	Cover Letter + Photos of the event + DVD event video + Witness Statements + Steward Statements +Schedule 2 form +Schedule 3 form	

Good luck!