

ColdCache Site Development Tasks

Site Identification: _____

Task / Notes	Team Member	Status
Confirm feature type		
Conduct preliminary research to prepare for site visit		
Brainstorm logging (educational component) task ideas		
Prepare "Field Notes" form with initial information		
Document general location (map #) and landowner		
Gather instruments &/or equipment for potential logging tasks		
Visit site; Use "Field Notes" to gather information at site		
Take lots of pictures; take lots of notes		
Have another team member verify all waypoints		
Verify landowner based on all waypoints		
Conduct further research to prepare the educational component		
Prepare the educational information for the submittal form		
Prepare the task instructions		
Prepare Landowner Approval form		
Share site information w/ the landowner and obtain landowner approval		
Prepare the submittal form		
Have another team member proofread the submittal information		
Submit the ColdCache submittal form to the ColdCache Coordinator		
Submit the ColdCache site through the EarthCache website	CC Coordinator	
Verify site acceptance	CC Coordinator	
Adopt the site through GeoCache		
Add the site to the BookMark list	CC Coordinator	