



Stencil Project Checklist

The checklist below should be used after submitting the [Stencil Project Request Form](#) and after approval has been secured.

Preparing for Paint Day

2 Weeks Before:

- Be sure you have site administrator approval
- Determine how volunteers will be helping and divide them up into different stations
- Have instructions written/drawn out for each station
- Develop flyers
- Notify the media of the event
- Post the event on the organization's website
- If the painting is stationed at a school, have the administration do an "all call" to families
- Buy and organize supplies
- Have a large design map for all to see and smaller design maps for the volunteers to get a visual

1 Week Before:

- Send out flyers to families to attend event
- Optional: Complete the Pre Playground Stencil Assessment. If interested, please contact Angie Keihner at akeihner@ucdavis.edu.

1 Day Before:

- Clean and prep, scrub the asphalt to remove dirt and debris
- Sweep the area clean before painting
- Chalk out the design/tape down the stencils

Paint Day

- Have a paint and cleanup station to prevent paint from getting on the ground
- When the volunteers arrive, have them sign up, wear a nametag, and sign a photo release form
- Provide a stencil-training demo for all volunteers
- Make sure the community and media attend
- Paint 1st coat in the AM, paint 2nd coat in the PM; if painting in a large area, you may need 2 paint days
- Paint the details last
- Let the paint dry for at least 12 hours before use
- Wrap up and cleanup; begin cleanup 30 minutes before the end of the predetermined time

If You Plan 2 Paint Days:

- Paint second coat and additional details

After the Painting

- Provide a ribbon cutting ceremony for the organization and unveil the project
- Invite media, community leaders and officials to the unveiling after approval from site administrator.
- Demonstrate to teachers and students physical activities that can be used with the stencils
- Train the staff on how to use the playground to meet learning and physical education standards
- Optional: Complete the Post Playground Stencil Assessment. If interested, please contact Angie Keihner at akeihner@ucdavis.edu.
- Send the State Office pre/post photos and any success stories associated with the project

10 Tips for a Successful Stencil Project

1. It is recommended to use asphalt or oil-based paint. Do not use water-based paint as it will fade quickly. Paint dries fast so always keep the lid on and out of direct sunlight.
2. Keep the paint on a tarp to prevent spills. If possible, have a paint station that is covered from the sun.
3. Don't buy expensive brushes: the brushes will be destroyed at the end of the day so do not waste your funding on expensive brushes. Use 2-inch paintbrushes to outline the stencil. Paint rollers are not recommended if you want precise outlines.
4. Just because there isn't a stencil does not mean you cannot do it! Be creative, homemade stencils made out of cardboard work just as well as plastic stencils. For example, to create a circle, a human protractor with string and chalk work great.
5. For adult led projects: chalk out the design first. For youth led projects: paint directly on the stencils. Chalking out the stencil and then painting results in straighter lines. Painting directly on the stencil can lead to smeared edges.
6. When painting the outline, stroke the paintbrush inward from the chalk line. Also, "close the gaps" on the stencils.
7. Remember to save the extra paint for the site to administer yearly touch ups as needed.
8. For the basic stencils, you will need 1 gallon of paint per color for the standard playground and should have paint left over for touch ups. For more detailed projects, such as those done free hand (i.e. murals on playground), you will need at least 1 gallon more of each color you are using. If mixing colors, you will need more white paint.
9. Keep weekly goals and a checklist to stay on track.
10. Meet with the director of the facility throughout the process; allow them to help determine activities that will enhance learning through movement.