

FOREST PATCH FIRST AID: EVENT PLANNING WORKSHEET

APPENDIX A

Date, Time, Place of Event _____

The Goal

What Kind of Forest Patch First Aid is this? _____

What do you want to achieve? _____

What do you want people to do? _____

Outreach Plan

Who do you want to come to the event? _____

How will you let them know about the event? _____

When do any outreach materials need to be ready? _____

Materials

Tools: Gloves, trash bags, loppers, rakes, etc. How many? _____

Refreshments: If people will be outside for a while you might want to offer some.

How much?

- Sign in sheet (*see Appendix B*): This is to keep track of who comes. If you get the names and contact info of the people who love your forest you can reconnect with them later.
- A waiver: A sample waiver is included (*see Appendix C*).

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Expertise

What kind of expert help do you need? _____

(see Appendix D for ideas on finding experts.)

Prep the Patch

Where do you need to do the following tasks? _____

- Forest Treasures—Mark seedlings or other plants you don't want people to step on. Use flags or ribbon or create your own marking system.
- Forest Dangers. For example, mark hidden holes or areas full of glass.
- DO NOT ENTER Areas— Mark areas that people should avoid. Poison Ivy Patches are a good thing to mark. *(See page 14 for tips about Poison Ivy.)*

Volunteer Orientation

Who will give the orientation? _____

Who will be responsible for getting volunteers signed in and waivers signed?

Document the Event

Who will take pictures? _____

Cleaning Up *(see the Tip Sheets for information about specific kinds of events)*

How much waste will be produced? _____

How will it be disposed of? _____
