FOREST PATCH FIRST AID: EVENT PLANNING WORKSHEET

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? _______________________________________________