

Garden Workday  
Event Planning Calendar

- 4 Weeks Before:
- Meet with Principal
  - Attend Parent Meetings: PTA, PTC, TKBC, ESL classes
  - Submit a *Garden Workday* announcement for the school newsletter
- 3 Weeks Before:
- Create and Print fliers
  - Print photo release forms, if needed
  - Purchase tools and supplies
- 2 Weeks Before:
- Send fliers home with students
  - Recruit volunteers: make personal contact with the key players in the school community: teachers, staff, parents, YEP and more
  - Make signs and posters: can do with students
  - Put up signs and posters
  - Gather tools / arrange to borrow tools from volunteers
- Week Before:
- Principal: school keys and access logistics
  - Custodian: tables, brooms, pushcart, garden cans
  - Office Manager: Big Mouth announcement
  - Call Bagel shop, coffee shop, & other food venues to ask for food donations
- Day Before:
- Set up/ Prep: organize all materials and supplies that will be used at the event: tools, materials, etc.
  - Pick up food donations
- Event:
- Call security upon arrival and departure:
  - Set up materials, supplies, tools and food
  - Clean up at the end of the day
- After Event:
- Match photos to Photo Release forms
  - Make sure all borrowed tools are returned
  - Clean up all supplies and materials