**Event planning checklist #GoodToGrow2020**

**Ahead of the day**

* Contact all the volunteers who have expressed interest in attending to remind them of the date and the need for sensible clothes and closed shoes. Ask them to bring gardening gloves if they have them.
* Prepare signage for the garden to help guide visitors, e.g. compost area, planting area, tools, toilets, refreshments, toilets and/or hand washing, Fire Meeting point and First Aid.
* Complete a risk assessment form.
* Print off copies of the sign in sheets, photo permission forms, health and safety checklists, activity outlines or anything else needed for the day.
* Create a garden diary for documenting anything that happens during volunteer sessions including accidents, tasks achieved, people attended, etc.
* Check all tools and make sure that they are safe to use. Ensure you have enough tools available on the day for the tasks you want done.
* If available, sort and prepare protective clothing for volunteers to use on the day.
* Prepare a plan of tasks for the day, who from your team will supervise each activity, how many volunteers you need for each activity and if it needs to take place at a certain time.
* Prepare your verbal briefing for the volunteers for the start of the session.
* Have boxes or other containers ready to collect sign-up sheets/photo permission forms.

**On the day**

* Designate one person as the Session Leader who is responsible for ensuring that all volunteers have signed in, filled out any necessary forms and read the Health and Safety checklist before starting to work.
* The Session Leader should do a briefing at the start of the session, which could include, but it not limited to:
* Introducing the garden to new visitors
* Checking the clothing and particularly shoes of volunteers to make sure they are work appropriate
* Reviewing the Health and Safety Checklist with volunteers
* Explaining which tasks need to be done, what is involved and who is the task leader
* Introducing other the key people running the session (e.g. session leader, first aid, health and safety officer, etc.)
* Point out key areas of the garden, including refreshments and toilets
* Advise volunteers when breaks will be and when the session ends
* Request that all volunteers report to the Session Leader before leaving
* Designate one person to take photos and post on social media. Don’t forget to include #GoodToGrow2020 and @VegCities (see also the social media toolkit).

**After the event**

Send us a summary of how the day went and one or two photos to sofia@sustainweb.org so we can share your success to the rest of the network.