

Community Tree Planting Guide

Overview

This one page document is meant to be a starting guide on how to set up a community tree planting event. Additional information can be found at www.RNeighbors.org. Tree planting events (large and small) are inherently variable depending on neighborhood, location and partners involved. As a result, variation in strategy and approach for each planting should be expected.

Planning Considerations (4-8 months before planting)

- Determine type of event and how you/group can manage the size of event (also legal liabilities, etc.)
- Consider event locations, secure permission, understand site prep/permits/digging regulations, etc.
- Establish partnerships (hosting event, groups to help plant, funding, etc.)
- Secure funding
- Possible early communication (date, time, involvement FYI, etc.)

Planning (2-4 months before planting)

- Ensure tree purchases and equipment needs are identified + in place (utilize expert tree guidance)
- Communication: site location neighbors/businesses, public venues (schools/media)

Planning (1 week -2 months before planting)

- Determine planting site logistics:
 - Determine central meeting place, picnic tables, garbage cans, restrooms, plans for snacks, speaker system for group announcement and planting demo, t-shirts, registration sheets (waive liability, photo permission, etc.), determine if planting in a huge group or several smaller sub-groups
 - Establish/mark tree locations, establish utility locations, street closure/cones/barricades, understand tree planting needs: who/how will trees be delivered to site, tools/shovels (participants bring own?), mulching/staking/watering of trees, planting waste cleanup (rocks, sod, etc.)
- General items: order t-shirts, secure snack donation, signage for the planting day, 1st aid kit
- Communication: connect with anyone involved with all lists above, public venues (schools/media)
- Designate one or two volunteer photographers to capture the tree planting

Planning (week of planting)

- Ensure all items in above lists are completed. Ensure weather, trees and all partners and volunteers involved with the planting are prepared.
- Communication as needed to media and Social Media

Planting day

- Volunteers leading the planting should arrive early to set up tables, logistics, treats, put up signage, etc.
- Welcome participants to the event, thank volunteers/partners, plan to give a proper tree planting demonstration along with mentioning benefits of trees, etc.
- Break participants into groups if needed (ideally with a knowledgeable leader), reshow/explain proper tree planting, ensure participants know if they are mulching/watering trees or other volunteers
- Before planting is completed, make sure each tree is planted correctly, site is cleaned of garbage, participants have all left, etc.
- Finally, plan to share success with partners + media... strategize lessons learned for future plantings.