



Community Event Planning

Updated 10/2018

Gardens Grow Best When They Are Loved!

- Making your garden a community space helps create sustainability. Many gardens do not survive during breaks when staff is off. Parents and community members can help change this by being a part of the garden.

Planning a Community Day

- The following checklist can help you plan a successful and fun Community Work Day:
 - Create a flyer and advertise. Send the flyer to the APS Garden team and they will advertise it in their monthly newsletter (send in early to ensure it makes it in!) Email Mallory at mallory.garcia@aps.edu
 - APS can send out a press notification to try and get coverage of the event at local news stations and newspaper publications.
 - Ask local businesses for donations. Many are happy to support their community schools. Nurseries and hardware stores may donate plants and tools. Nearby restaurants and cafes can also donate refreshments for volunteers or gift certificates to be used as raffle prizes. Ask your

principal to write a letter and have students (depending on age) or teachers canvas for potential donations.

- ☑ Encourage families to come and bring their tools for the event.
- ☑ Send flyers home to students a few days before the event and request a robocall from your principal the day before as a final reminder.
- ☑ Set out sign-in sheets the day of the event so you can track the outreach of your event.
- ☑ Take lots of pictures to include in your next newsletter, put on your school website, or send to Mallory to put in the APS Garden Newsletter. Celebrate your hard work by sharing your story!

Environment

- ☑ The day of your event consider having music or a greeter to show people they are welcome. You may want to include arrows to get to your workspace and also signs indicating restrooms and water fountains.
- ☑ Encourage your art teacher or a creative parent or student to have artistic components for your garden. For example: make a sign, create plant identifiers, or paint garden boxes.
- ☑ Above all, encourage students to be present! The garden is their space and should reflect their ideas and needs. Be sure to include age appropriate activities for every age group that will be present.

Don't Forget the "Thank You" Cards!

- ☑ Be sure to write cards to all of your donors. They'll be much more likely to help again in the future if they know they are appreciated. Please ask if you need any examples or ideas for your Community Work Day!