Beginning Farmer Conference Planning Guide

A guide to planning a conference for beginning farmers. It walks organizers through goals, speakers, venue, budget, promotion, and follow-up for a useful event. Use it alongside advice from local advisors.

Farm / unit: _____ Date: _____ By: _____

1. Set the purpose and audience
2. Form a planning team
3. Pick date and venue
4. Choose topics and speakers
5. Plan a budget and funding
6. Promote to farmers
7. Arrange food and accessibility
8. Collect feedback after the event
9. Share notes with attendees

YOUR NOTES

TIP Ask local farmers what topics they want before you pick the agenda.