Forest Field Day Planning Guide

A forest field day planning guide for hosting a woodland visit or workshop. It covers steps from picking the date to cleaning up afterward.

Farm / unit: _____ Date: _____ By: _____

1. Set the purpose and audience
2. Pick a date and site
3. Recruit speakers and helpers
4. Plan stops and routes
5. Arrange parking and signage
6. Prepare safety measures
7. Promote the event
8. Gather handouts and supplies
9. Collect feedback afterward

YOUR NOTES

TIP Ask your extension forester to help with speakers and topics, and plan a backup for bad weather.