Tree Planting Event Checklist

A tree planting event checklist for volunteer planting days. Use it to cover planning, supplies, safety, and aftercare.

Farm / unit: _____ Date: _____ By: _____

ITEM	OK	FIX	N/A
Site approved	☐	☐	☐
Utilities located	☐	☐	☐
Trees chosen and delivered	☐	☐	☐
Planting spots marked	☐	☐	☐
Tools and gloves ready	☐	☐	☐
Volunteers briefed	☐	☐	☐
Safety plan ready	☐	☐	☐
Watering plan made	☐	☐	☐
Tree care follow-up set	☐	☐	☐

NOTES / REPAIRS NEEDED

TIP Call to have underground utilities marked before anyone digs, and give volunteers clear planting instructions.

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