Farm Binder Setup Guide

A farm binder setup guide for building a physical binder of key documents, such as contacts, maps, equipment papers and emergency plans, that crew or family can find in a hurry.

Farm / unit: _____ Date: _____ By: _____

1. Choose a binder and dividers
2. Add farm contact page
3. Add emergency plan
4. Add farm map and field list
5. Add equipment manuals index
6. Add insurance papers index
7. Add employee and vendor lists
8. Add key account notes
9. Place copy in safe spot
10. Review each season

YOUR NOTES

TIP Keep a second copy off the farm, and keep sensitive items like account numbers locked up.