Farm Field Day Planning Guide

A farm field day planning guide for hosting a public or neighbor event with demonstrations and tours, so planners cover safety, parking, speakers and cleanup in order.

Farm / unit: _____ Date: _____ By: _____

1. Set the purpose and audience
2. Pick the date and backup date
3. Choose demonstrations and speakers
4. Plan parking and walking routes
5. Arrange restrooms and hand washing
6. Confirm insurance with your agent
7. Check permits and local rules
8. Promote the event
9. Brief volunteers
10. Gather feedback afterward

YOUR NOTES

TIP Contact your local extension office, which often helps with speakers and event planning.

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