Farm Workshop Planning Template

A farm workshop planning template for organizing a class or training session on the farm, so topics, materials, timing and participant needs are set before the day.

Farm / unit: _____ Date: _____ By: _____

Workshop title

Audience and size

Date and location

Learning goals

Agenda and timing

Instructors and helpers

Materials and handouts

Safety briefing

Registration and fees note

Evaluation form

TIP Share a clear what-to-wear and what-to-bring note with registrants ahead of time.