Horticulture Workshop Planning Template

A template for planning a horticulture workshop. It lays out topic, audience, logistics, and follow-up so events run smoothly. Fill it in by hand and file it so you can compare notes year to year.

Farm / unit: _____ Date: _____ By: _____

Workshop title and goals

Audience and size

Date and location

Presenters and roles

Materials and supplies

Safety and accessibility

Promotion plan and notes

Feedback and follow-up

TIP Ask participants for feedback and keep notes for the next workshop. File it with your other farm records.