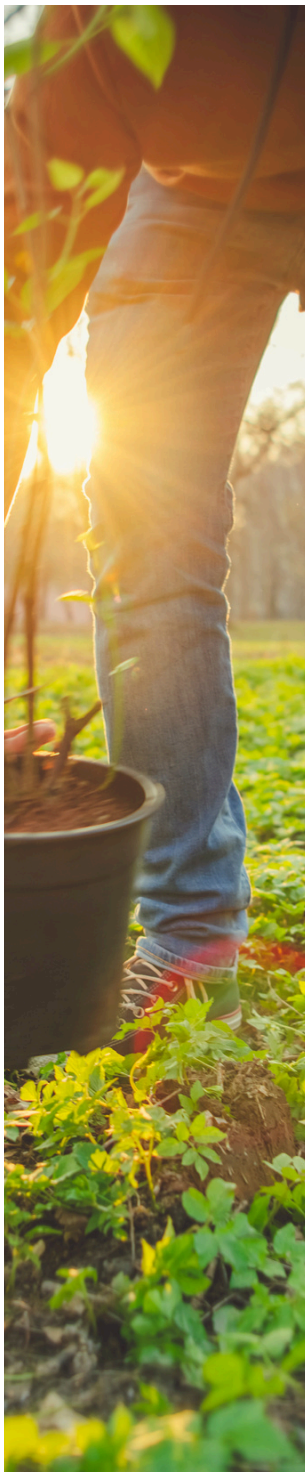
# Tree Planting Program Checklist



- [ ] **Step 1: Attend organizing meeting**
  Send at least one representative from your congregation to attend organizing meeting with program staff.
- [ ] **Step 2: Develop a site plan & select trees**
  Meet and collaborate with tree expert to select the right trees for your congregation and determine planting locations.
- [ ] **Step 3: Arrange utility provider site visit.**
  Required by law. See Utility Services 101 in your folder.
- [ ] **Step 4: Plan planting event**
  Work with program staff to plan details of your event, alert staff of any additional support or materials you may need.
- [ ] **Step 5: Recruit volunteers for planting event**
- [ ] **Step 6: Recruit & hire Tree Caretaker**
  Recruit and hire a Tree Caretaker to maintain trees for the first 18 months post-planting. See Tree Caretaker 101.
- [ ] **Step 7: Prepare site for tree planting**
- [ ] **Step 8: Host tree planting event**
- [ ] **Step 9: Supervise Tree Caretaker**
  Ensure that Tree Caretaker attends maintenance training provided by program and submits regular reports.
- [ ] **Step 10: Breathe easy & enjoy the trees!**

# Tree Planting Timeline

## 2-4 Months Before Planting

- **Meet with arborist to develop site plan and determine tree types and placement**

## 1 Month Before Planting

- **Recruit volunteers**: will need 1-2 volunteers per tree
- **Invite any speakers** (eg local officials, leaders)
- **Plan opening prayer or liturgy** (consider having songs/hymns)
- **Advertise:** place in congregation calendar, newsletter social, bulletin, and any online channels. Print out community flyers. Consider inviting media.
- **Locate and mark underground utility lines.** Contact your state's 811 underground utility service. (at least 3 weeks before planting)
- **Recruit and hire Tree Caretaker.**
- **Mark locations for new trees.**

## 1-2 Weeks Before Planting

- **Print handouts and waivers** (media and liability).
- **Make sure trees are onsite** (day before event).

## Day of Event

- **Set up welcome table** with handouts and waivers.
- **Put out supplies** for volunteers.
- **Collect waivers.**
- **Take pictures and have fun!**

## Post Event

- **Clean up site:** sweep any remaining dirt, put away or return tools, break down welcome table.
- **Complete 'Post-Planting Event Form'** sent by program staff.
- **Post pictures** in congregational newsletter, social media, website, etc.