



# How to Plan a Farm Day!

## Several Months Out – Lay the groundwork for the event

- Gather a committee and establish themes and deadlines
- Find space for the event and determine which areas are best for farm animals, farm equipment, or exhibits requiring water or electricity
- Set a date and invite participating schools. Encourage them to begin reserving transportation
- Brainstorm a list of presenters, exhibitors, and other guests. Look for diversity in presenters. Examples Include: local farmers, producers, processors, commodity organizations, County Farm Bureaus, 4-H and FFA groups, and parents linked to agriculture
- Invite local community to support the event

## Two Months Out – Program and Presenters

- Send an invitation or make direct contact with presenters – Invite presenters and back-up presenters
- Start planning the tentative schedule as presenters' responses are received
- Organize times, rooms, and schedule – make sure to let everyone involved know the detailed plan
- Create a suggested lesson/activity for teachers to prep their students with prior to Farm Day
- Submit necessary work requests to custodians/grounds/facility staff
- Plan an easy lunch menu for presenters and guests. Consider asking a community group to provide it and look for donations early (meat, bread, paper products, drinks, etc.)

## One Month Out – Details!

- Encourage teachers to include agricultural literature, videos, and lessons in their classroom curriculum
- Assign presenter locations based on need/space requirements. Provide a schedule and to participants
- Create a list of those who plan on attending for quick reference
- Confirm details with presenters and teachers: contact information, address, schedule, arrival time, map of event, parking info formation, visitor passes, etc.

## Week of Farm Day

- Send reminders to all presenters: plan for cancellations and have back-ups ready!
- Follow up on lunch, exhibits, and facilities logistics
- Encourage teachers to prepare their students for the event; discuss learning and behavioral expectations

## Follow-up

- Thank everyone who participated: volunteers, educators and school staff, donors, presenters, etc.
- Prepare articles and photos for school and local newspapers
- Utilize the event to present new materials and information about agriculture to the students!