

# Tree planting day checklist



Use this checklist to make sure you have everything in place before your tree planting day.

1. Carry out an equipment check prior to the day to make sure you have enough spades and gloves for everyone who will be taking part.
2. Read through and share **TCV's tree planting guide** and **tree planting video** with your tree planters so they will know what to expect on the day.
3. Make sure everyone knows where to go, what time to arrive and give an expectation of the number of trees they'll be helping to plant.
4. Remember to tell everyone about I Dig Trees and how they are part of something much bigger, joining groups around the country and planting trees for climate, wildlife, and communities.
5. Enlist the support of bakers, soup makers, tea and coffee providers and snack suppliers and make sure they have everything they'll need to run your very own tuck shop. You can use the QR code on your poster to request donations for the snacks, or you can take cash donations which will allow you to count up how much you've raised at the end of the day. **Find out more about how to pay in your donations here.**
6. Share the link to our **Just Giving page** or our QR code (right) ahead of your event. Make sure everyone understands that the trees have been provided by The Conservation Volunteers and if they would like to donate to support the funding of these trees, this will help ensure that TCV can continue to provide trees this year and in future years.
7. Take photos and capture some quotes from your participants and then share back with TCV. If you also want to take video footage at the planting, make sure everyone is happy to be filmed or photographed before you share with TCV.
8. If you have any questions, contact us at **supportus@tcv.org.uk**
9. And most importantly, enjoy your day!

