



Extension Master Gardener Program Preparation Worksheet

Created by Katelyn Brinkerhoff, Statewide Master Gardener Coordinator

*Helpful worksheet for Master Gardener volunteers to plan for your educational event. When planning for a public educational event, you should start your preparation **at least 45 days** before the desired date to allow enough time for your local coordinator to assist with marketing and supplies.*

Program Overview

Program Title: _____

Volunteer lead(s): _____

Date of Event: _____ Start Time: _____ End Time: _____

Location: _____

Delivery Mode

Select the delivery mode for your program.

☐

In-person

☐

Virtual

☐

Hybrid

Event Type

Select all that apply.

☐

Workshop

☐

Garden Tour

☐

Plant Sale

☐

Informational Booth

☐

School Program

☐

Other: _____

Subprograms

Title of subprograms (if applicable)

1. _____
2. _____
3. _____
4. _____

Program Goals and Outline

Primary Goal(s)

Select all that apply to your program:

☐

Educating the public

☐

Recruit new volunteers

☐

Generating program funds

☐

Promote horticulture best practices

☐

Serve an underserved audience

☐

Other: _____

Description

Provide a 3-5 sentence description of the program. If your program includes subprograms, please provide an additional 2-4 sentence description per subprogram.

Objectives

What are the objectives of the program(s)?

Audience

Who is this event for?

Audience age range:

<input type="checkbox"/>	Senior Adults – Ages 60+	<input type="checkbox"/>	Youth – Ages 10-12
<input type="checkbox"/>	Adults – Ages 18-59	<input type="checkbox"/>	Children – Ages 7-10
<input type="checkbox"/>	Youth – Ages 15-18	<input type="checkbox"/>	Children – Ages 4-6
<input type="checkbox"/>	Youth – Ages 12-15	<input type="checkbox"/>	Family event / Multi-age event

Is this aligned with EMG outreach priorities?

☐ Yes ☐ No ☐ Unsure

Planning Timeline

Complete the planning timeline below.

[illegible]

Volunteer Roles & Assignments

Complete the roles and responsibilities table below.

Role	Name	Contact Info	Notes
Program Lead			
Greeter/Check-in			
Speaker/Presenter			
Set-Up Crew			
Clean-Up Crew			
Photographer			
Other: _____			

Promotion & Marketing

Select all marketing resources needed for program.

- ☐ Flyers/posters
- ☐ Social media (Facebook, Instagram, etc.)
- ☐ Local newspapers
- ☐ Radio
- ☐ Partner organizations
- ☐ Extension website/calendar
- ☐ Email newsletter

Materials Needed: _____

Marketing Lead: _____

Please refer to our marketing checklist for templates or guidance from our UNR CABNR marketing team.

Budget

Complete the estimated budget below.

Please remember that our programs are self-funded through class fees, donations, etc. Funds are limited to ensure the entire program can function annually. It is important to check on resources available at the office for use.

Item	Estimated Cost	Actual Cost	Notes

Total Budget: \$_____

Supplies Checklist

Use the checklist before to keep track of items prepped and packed for the program.

Prepped?	Needed Materials (Cross out materials if not needed)	Packed?
<input type="checkbox"/>	Tablecloth	<input type="checkbox"/>
<input type="checkbox"/>	Pens/markers/crayons/colored pencils	<input type="checkbox"/>
<input type="checkbox"/>	Youth and/or adult enrollment form	<input type="checkbox"/>
<input type="checkbox"/>	Self-identification forms (REG)	<input type="checkbox"/>
<input type="checkbox"/>	Tables	<input type="checkbox"/>
<input type="checkbox"/>	Chairs	<input type="checkbox"/>
<input type="checkbox"/>	Supplies for lesson/activities	<input type="checkbox"/>
<input type="checkbox"/>	Tent	<input type="checkbox"/>
<input type="checkbox"/>	Additional marketing supplies (sandwich boards, flyers, etc.)	<input type="checkbox"/>
<input type="checkbox"/>	Participant Sign in Sheet	<input type="checkbox"/>
<input type="checkbox"/>	Print out of lesson plan	<input type="checkbox"/>
<input type="checkbox"/>	Evaluations for participants	<input type="checkbox"/>
<input type="checkbox"/>	Other:	<input type="checkbox"/>
<input type="checkbox"/>	Other:	<input type="checkbox"/>

Post Event Notes

Use the checklist below to complete the post-event items.

Completed	Post event	Turned in or sent
<input type="checkbox"/>	Adult / Youth Group Enrollment Form	<input type="checkbox"/>
<input type="checkbox"/>	Participant evaluations	<input type="checkbox"/>
<input type="checkbox"/>	Organize/clean office materials	<input type="checkbox"/>
<input type="checkbox"/>	Thank You cards (Speaker, venue, etc.)	<input type="checkbox"/>
<input type="checkbox"/>	Other:	<input type="checkbox"/>

What went well?

What could be improved next time?

Next steps/follow-up:
