

National Tree Day List of tasks

Update 03/05/2012

1. Tasks well in advance of event

Identification and appreciation of site:

Map site, record features such as drain line, aspect, vegetation community, disturbance

Make inventory of local native and introduced plant species that occur on site & surrounds

Seed collection: allow for one reproductive cycle plus 10 months required to raise seedlings

Draft Planting Schedule: species, numbers, where and how to plant

Request permission from Parks & Conservation Service (PCS) **before** start of raising seedlings

Order tube stock, Greening Australia begin Oct for planting in winter of the coming year

Weed control on planting site if applicable: 1-2 seasons before planting

Application for funds

2. Tasks in the 2 months before event

Applications for funding: depends on deadlines, latest 2 months before event

Invitation polities: about 1.5 months before event

Contact Scouts / other organisation re BBQ & access nature reserve: 1.5 months before event

Recruitment and Training of planting buddies, training at working bee before event

Request support from PCS for the event: at least 1 month before event, confirm!

Send PCS a list of items required from PCS (tools, equipment, and material), confirm!

Mark and dig planting holes: 1 month before event

Design, print, and laminate promotional material; PCS depot, Michell

Pick up tube stock, guards, stakes at Greening Australia: 1 week before event

Organise water drums, newspaper

Promotion:

Planet Arc registration: 1.5 months before event

Hackett Neighbourhood Watch newsletter, deadline last weekend in June

FoMM newsletter: 2 and 1 months before event

FoMM website: 1 month before event

FoMM posters: place 2 weeks before event

Canberra Times Fridge Doors: 5 working days before publication

Draft media release

Media Canberra Times: send media release

Media Chronicle: send media release, contact editor at least 2 weeks before event

3. Tasks at event

4. Tasks after event