



Open Farm Day Preparation Checklist—a tool to help you plan and organize your participation as a host farm

Activity	Date	Completed
Complete registration and have proof of insurance sent to event organizer		
Plan your event – size, type of event, content, goals and objectives (why are you participating, what can and do you need to do for successful day?)		
Begin writing day of event schedule		
Book helpers - neighboring farmers, suppliers, friends, etc.		
Book toilets/portapotty		
Share the <i>get real. get Maine!</i> Open Farm Day Facebook event on your page		
Read the <i>get real. get Maine!</i> 'Helpful How-To' e-newsletters for additional planning and prep tips		
Complete pre-event questionnaire for host farm: https://www.surveymonkey.com/r/OpenFarmDayHostSurvey_Pre_Event		
Put up this year's poster—the <i>get real. get Maine!</i> team will send one to you		
Organize supplies and give-aways (<i>handouts, gifts, products, samples, prizes, tour map</i>)		
Do your ag tourism risk assessment: http://bit.ly/AgTourismBestPractices		
Design and print/prepare information signs (<i>e.g. hand washing, parking, maps</i>)		
Prepare props and facts for activities/tours/presentations		
Plan your route for farm tours and time it		
Revisit your event goals and daily schedule, make adjustments as needed		
If providing, set up facilities for hand washing, toilets, etc.		
Tidy farm, put away hazards, clean bedding for livestock		
Brief volunteers and staff about the event timeline and daily schedule		
Set up displays, finalize giveaways, put out information signs, entrance signs, map, shade/rain tent, etc.	Day before	
Get feedback from your visitors	Day of	
Remind visitors to complete the OFD Passport and send it with their survey to the <i>get real. get Maine!</i> team to win prizes!	Day of	
We welcome you to share photos about your event! You can email them to us: info@getrealmaine.com ; tag <i>@getrealgetmaine</i> on Facebook, and use the hashtags #MaineOpenFarmDay #GetRealGetMaine	Day after	
Review event goals and make changes for next time		
Complete post-event questionnaire for host farm: https://www.surveymonkey.com/r/OpenFarmDayHostSurvey		