

STEWARDSHIP EVENT CHECKLIST

Preparation:

- Site walk-through to delimit area(s) and tasks with PP&R or owner
- Register with SOLV for Earth Day (April), Down by the Riverside (May)
- Reserve tools with Watershed Resource Center or PP&R
- Ask for business donations of beverages, refreshments and/or giveaways
- Publish event information in the SWNI News, PP&R website & other media
- Post flyers in libraries, coffee shops, community centers, other public spaces
- Order plants for planting events (PP&R – Rachel Felice), or dumpster if needed for large invasive removal events (Metro waivers)
- Pick up tools from Watershed Resource Center
- Pick up donations – WRC or SWNI can write receipt letter for tax purposes

Day of event:

- Signage at roadside, check in table, work area
- Set up check-in table: sign in sheet (PP&R, SOLV or other liability waiver), email list signup, food & beverages, info on how to take it home (Naturescaping brochure)
- Welcome talk: why are we doing this; safety procedures – have fun!!
- Clean up site, document accomplishments: photos, number of plants, volunteers, hours, cubic yards of invasives
- Wrap-up: award fun prizes (longest ivy runner, most unusual litter?), giveaways

Power down:

- Debriefing – get event feedback, especially from new volunteers
- Send thank-yous to volunteers & donors, emails to new list subscribers
- Report numbers to PP&R, SOLV, and/or Watershed Resource Center
- Report donations to SWNI for accounting
- Publish follow-up photos &/or success story (SWNI News, websites)
- Return tools to Watershed Resource Center
- Celebrate!!

Contacts to answer questions and support Friends groups at every step of the process:

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