10 things

to do **before** your planting day

NHS Forest
Green space for health

Download your digital tree pack from nhsforest.org

- **Advertise your event.** We have a poster template for you to advertise your planting days. You can download this as part of your digital tree pack.

- **Tell your comms team** about the planting day. They may want to take the opportunity to invite local media or do a press release.

- **Kit check.** Check if you've got enough spades, wheelbarrows, and gloves to go around. You can also ask volunteers to bring their own.

- **Planting guide.** Make sure you've refreshed your knowledge on tree planting with our guide available as part of your digital tree pack at nhsforest.org.

- **Prepare the site.** If you're planting into turf, mowing your site in advance makes it easier to see where to plant. You can mark the ground with line paint.

- **Order your Mulch.** We strongly advise mulching your saplings with organic mulch such as woodchip. This is often available from arborists for free.

- **Planting plan.** Print out some copies of your site design - even if it's just a simple drawing on a Google map. Use these to brief key team members.

- **Safety first.** Perform thorough health and safety checks and complete risk assessments. Your Estates team will be able to advise you.

- **Check your trust's public liability insurance** for peace of mind. Your Estates team should be able to point you in the right direction for this.

- **Weather watch.** Be prepared for adverse weather and remind volunteers to wear appropriate clothing and footwear. A gazebo is good for extra shelter.

10 things

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to do **during**
your planting day

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Welcome volunteers. Introduce your volunteers to the site and let them know where the toilets are etc.

Safety talk. Show your volunteers the tools and explain how to use them safely. Make sure everyone knows where to find the first aid kit and first aider.

Give a demo. Demonstrate how to plant the trees. You can find clear step-by-step instructions in the guide found in your digital tree pack.

Make teams. It's important to delegate work. Make sure you mix experienced and inexperienced volunteers.

Take photos. Share your day by taking photos and tag us @The_NHS_Forest on Instagram or @NHSForest on Twitter/X.

Take a break for refreshment! Tree planting is hard work. Treat your volunteers to a cup of tea and some biscuits.

Check the site is tidy. At the end of the day make sure you have cleared away all your tools and tidied up.

Thank your volunteers for their hard work. We have certificates available in the digital tree pack on nhsforest.org.

Gather your evidence. Photograph the trees in the ground and send to the NHS Forest as your planting evidence - info@nhsforest.org.

Display your tree planting certificate. Let everyone know about the trees you have planted at your site. Find the certificate in the digital tree pack.