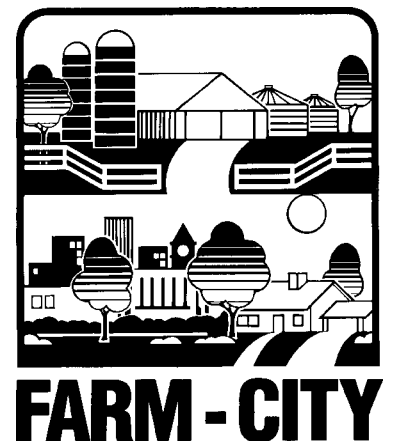


**Tips, tools
and ideas
for
organizing
a
successful,
local
farm-city
program**



Things You May Need

Depending on the size and scope of what you plan to do, your needs for making it all happen will vary widely. The following list is a suggested list for any type of outdoor event, whether downtown, in a park, or on a farm. Insurance

- **A Plan** – Assign at least one person to design the layout of where everything is going to go. Remember, the scope of your event will determine the area you need.
 - Will there be a general area where speeches and presentations will be made?
 - Will you be serving a sit-down type of food?
 - What about entertainment?
 - Parking?
 - Existing buildings?
 - Location of electricity outlets for exhibitors and display?
 - Portable toilets?
- **Ambulance/Medical Assistance** – One of the first groups you should contact as an exhibitor is your local emergency response group, i.e. paramedics, fire department, etc. If you are going to have a large crowd in an outdoor setting, you will want to give serious thought about having some type of emergency response team on site.
- **Porta-Potty Patrol** – If you need to provide portable toilets, your local supplier can usually tell you how many you will need based upon the anticipated attendance. And appoint someone on staff as the Potty Patrol such that all the facilities are checked throughout the day for adequate supplies.



- **Tables and chairs** – Find a source for tables and chairs – local churches, a school, county Extension office.
- **Tents** – Unless there is a large machine shed or other covered shelter at the site, you will need to find tents or other types of canopies. These will be used for shade as well as protection in case the weather does not cooperate fully. Possible sources include local funeral homes, schools, the Extension office, farm equipment dealers, and possibly a local rental store that will donate their use. In any event, location of tents should be determined well in advance. Then, on the day

before the event, they should be set up and tethered. Keep in mind any needs for electricity such that those tents are near power sources.

- **Trash barrels and liners** – Check with the local park system for trash barrels. Large liners can usually be purchased at a Sam's Club, hardware store or other discount outlets. Minimum size should be no less than 33 gallon.

- **Orange construction fence** – Check with the county highway department to see if some of this is available. It will be helpful in marking off where you do not want people to go as well as managing flow.
- **Ropes and/or baling twine** – You may want some on hand to secure tents and tarps on wagons. A local farm machinery dealership should be able to provide this.
- **Tarps** – if you are going to be using wagons to move people around, you may want to consider arranging some type of tarp cover for shade and weather purposes.
- **Portable microphones** – You will need bull horns for tour guides to use and for general announcements. Check with the athletic department at a local high school.
- **Main sound system** – If you are having guest speakers, any kind of general program, or need to make announcements, you will need some type of primary sound system. Determine early where this will be needed as you will probably need access to electricity.
- **Reflective tape** – This should be used on electric fences, on clothes poles, on tent ropes, and wherever we want the public to use caution and be aware of potential danger.
- **Signs** – Determine early what types of signs you are going to need and if they will have to be waterproof. Also determine if you can create generic signs that can be used year after year. Signs to consider are: No Smoking, Danger, Registration, and possibly even something that says certain areas are not open to the public.
- **Cleanup** – Trimming, weeding, and washing equipment, windows and animals are all part of the F-C committee's responsibilities. Organize your work bees every evening of the week prior to the event. These worker bees can involve neighbors and friends of the host family and should involve many of your committee members.
- **A dry run** – A rehearsal for tour guides and tractor drivers should be held the day before. And do it as early in the day as is practical, or the evening before, so you have time to make changes, add signs, fences, whatever. Do not wait until the morning of the event.

