



The Gardens Network: Planning Your Community Garden Year

*Suggested activities for Garden Leaders throughout the year:

JANUARY- FEBRUARY

Pre-season planning meetings

- Review last season.
- Verify that all garden leadership positions are filled; recruit needed volunteers.
- Assign tasks to prepare for upcoming season.
- Set dates: Registration, Opening Day, Planting Date, work days, Closing day.
- Set garden social/educational events and contact possible facilitators, e.g., MGVs.
- Review Welcome Packet; make changes as needed.
- If necessary, make plans for special building projects or expansion.
- Plan outreach activities for new and returning gardeners (if needed), e.g., postcards, calls, emails, Facebook.
- Update waiting list.

Share your garden calendar updates with the Gardens Network (contact gardens@communitygroundworks.org).

MARCH-APRIL

Registration Event(s)

- Contact new and returning gardeners.
- Mail notice of Registration Day (one month prior) to returning gardeners, new gardeners and wait listed gardeners.
- Prepare for Registration Day.
- Hold Registration Day.
- Update garden contact list.
- Contact Master Gardener Volunteers to help support your garden.
- Call Water Utility if your garden uses fire hydrant for water supply.
- Meet with Garden Leadership Team; most gardens hold monthly meetings.
- Order hay/straw (if needed).
- **Submit [demographic forms](#)** to the Garden Network (contact CGW)

APRIL-MAY

Garden Opening

- Prepare for opening day (buy supplies, send reminders).
- Opening Day! And Rain date...
- Meet monthly with Garden Leadership Team.

MAY

Spring Water Maintenance

- Turn on water May 1 or later (pipes can freeze – respect weather).
- Set up hoses, water barrels, etc.
- Meet with Garden Leadership Team.

JUNE, JULY, & AUGUST

Growing Season

- Ensure gardens are planted (reassign plots if needed). Many gardens use June 1st as their “plant by” date.
- Hold regularly scheduled work days to build community and maintain common areas of garden; most gardens hold monthly work days.
- Host social events at your garden.
- Offer educational events at your garden, e.g., gardening skills, cooking skills, theft control, etc. Provide interpreters for non-English speakers.
- Monitor weeds in plots and common areas. Contact gardeners with weedy plots and offer advice, support, ideas. Issue warnings if necessary (may need to reassign plot).
- Meet monthly with Garden Leadership Team.

SEPTEMBER

Fall Water Maintenance

- Turn off Water by September 30:

For hydrants, call Water Utility and return key

For other systems, turn off water and train 1-2 others about process.

- Meet with Garden Leadership Team.

OCTOBER

Closing Day

- Send postcards, emails, texts (or calls) and post reminder of Closing Day.
- Prepare for Closing Day: tools, trash bags, etc. as needed.
- Hold Closing Day: remove all garden debris, store tools, clean common spaces.
- Meet with Garden Leadership Team.

NOVEMBER-DECEMBER

End of Season Events

- Hold post-season review meeting with leadership team.
- Identify non-returning gardeners.
- Hold Harvest Gathering (potluck) to celebrate season's bounty.
- Recruit garden leadership for next year and recognize current volunteers!
- Schedule garden leadership team meetings for pre-season (Winter) planning.