

EVENT PLANNING STEPS

1. Steering Committee Meeting
 - a. Discuss funding for the year and long-term strategy
 - b. Set calendar for the year
 - c. Think about potential date conflicts and troubleshoot (i.e. major sporting events, festivals, Baltimore Green Week)
2. Identify Park Friends Groups and Community Associations who might be interested in being key players in Docs in the Park events.
 - a. Decide who will contact each of these partners, and set another meeting with these players at the table to talk about event logistics and confirm dates
3. Send information to BCRP public relations to have event dates put on the BCRP calendar. Contact Gwen Chambers 410-396-6604 or email Gwendolyn.Chambers@baltimorecity.gov
4. Acquire all necessary permits (this could be a step that is delegated to a partnering Park Friends Group or community association).

Note: BCRP waives the permit fee, but it is necessary to secure the space through the Permits Office at Baltimore City Recreation and Parks so that the park is not booked for other community or special events.

Access here: <http://bcrp.baltimorecity.gov/rec-parks-permits>
5. Print outreach and advertising materials
6. Reach out to partners and recruit at least one organization that will volunteer their staff to hold an activity in the following areas: wildlife & nature discovery, healthy/local food, recreation, stewardship, and a doctor. (see organizations in PROGRAM COMPONENTS)
7. Promote the event by connecting with local churches, schools, community associations, recreation centers and libraries asking them to share DITP information and materials.
8. Between one month and the week prior to event, send out a reminder email blast to any partner agencies who have agreed to volunteer at the event and to

organizations that have agreed to promote Docs in the Park. Also send email blast out to other listservs, such as the Greater Baltimore Children and Nature Collaborative.

9. Approximately 2 weeks prior to each event, contact partner organizations to confirm their attendance and to see if they need any special accommodations or supplies (i.e. tables/chairs/electricity)

Tip: Be sure to check with the partner who will be exhibiting a wildlife component—they may need electricity for the animals, so be sure to find out if electricity is available for them and let them know as soon as possible!

10. If grant funding allows, purchase recreational supplies as giveaways

Note: Common purchases include: Frisbees, jump ropes, hula hoops, wiffle balls and bats, lacrosse supplies, skip-its, and other old-fashioned games at Five Below).

Tip: Check with Mary Hardcastle at BCRP (mary.hardcastle@baltimorecity.gov) to see if the department has recreational give-ways.

11. Be sure that gathered supplies include:

- Recreational giveaways
- Recreational supplies (i.e. large hula hoops, jump ropes, sports balls and bats, sports goals, Frisbees, soccer goals)
- Surveys / Folder for storing completed surveys
- Pens/Pencils
- DITP volunteer sign in sheets and park waiver/photo release
- Large laminated map of Baltimore City (to be used by docs to locate parks/resources)
- DITP Banner
- String/Scissors for hanging banner
- Pop up tent
- Tables/Chairs (as needed, depending on needs of attending partners)
- Promotional materials to advertise for upcoming events
- Other DITP handouts (i.e. educational brochure, Play/Explore/Move cards)- see Promotional Materials
- Hand sanitizer
- Sunscreen
- Cooler (if needed to refrigerate food giveaways)
- Water Cooler / Disposable Cups
- Contact list of all partners/docs and volunteers attending the event (be sure to have a hard copy with you in case you need to call people about any last minute changes)

TIMELINE

2-3 months before	<ul style="list-style-type: none">- Send info to BCRP to have event added to calendar- Reserve space in park. There is no charge, but reserve the space with the Baltimore City Recreation and Parks Permit Office. Cortney.weinstock@baltimorecity.gov- Prepare advertising materials- Recruit volunteer organizations for each category: wildlife & nature discovery, healthy/local food, recreation, stewardship, and physician- Send promotional email to listservs and partner agencies
2 weeks before event	<ul style="list-style-type: none">- Confirm partner organization's attendance and ask about special accommodations- If needed, purchase recreational supplies as giveaways. Contact Baltimore City Recreation and Parks to see if they have give-aways for you. Email bcrp.volunteers@baltimorecity.gov
1 week before event	<ul style="list-style-type: none">- Send promotional email reminders to listservs and partner agencies- Follow-up with fresh food supplier
1-2 days before event	<ul style="list-style-type: none">- Pick up fresh produce/herbs from local supplier- Gather all supplies