

**CHECK LIST**

**NOTES**

<b>OPEN GARDEN EVENT NAME</b>		
<b>ORGANISER</b>		
<b>DATE</b>		
<b>TIME</b>		
<b>ENTRANCE FEE</b>		Consider concessions e.g children under 12 free
<b>RESTRICTIONS</b>		e.g No dogs except guide dogs, is terrain suitable for all?
<b>FLYERS</b>		Can be produced by Hospice Communications Team
Entrance tickets ?		They are not normally needed however, if you would like to have them, they can be produced by the Hospice Commications Team
<b>DISTRIBUTION</b>		You can send posters and flyers to local churches, pubs, B&B's, holiday cottages and anywhere else you think your potential visitors might see them.
<b>PR - LOCAL NEWSPAPERS/RADIO STATION</b>		The Hospice Communications Team can help with this. Give details as early as possible to maximise publicity opportunities. Consider getting coverage in your parish magazine if your area has one.
<b>MANPOWER</b>		How many people will be needed to help you run your day? Give people as much notice as possible to help with your planning.
<b>Pre-event:</b>		
Help with leaflet/poster distribution		
Cake bakers		
<b>On the day:</b>		
Gate - 2 per entrance		
Teas - serving and washing up		
Manning of stalls/raffle (if having)		

<b>PICTURE BOARD</b>		You may want to consider having a photo display showing your garden in other seasons.
<b>PHOTOGRAPHY</b>		Are you happy to permit photography? If so, do you want to issue guidelines e.g. for private use only?
<b>PLAN OF GARDEN WITH SUGGESTED WALK?</b>		Is there a particular route through your garden you would like to suggest? The Hospice Communications Team can help you produce a plan if required.
<b>TEAS - CHARGES</b>		Suggested price is £1.50 for a cup of tea and a piece of cake?
<b>RISK ASSESSMENT</b>		Here are some suggestions for things you might want to check before opening your garden.
Check any significant slip or trip hazards particularly in consideration of old or disabled visitors.		If it is not possible to remove all hazards, e.g. with uneven crazy paving, either warn vulnerable visitors, or route in another direction.
Garden chemicals can be extremely toxic and children could be vulnerable if they pick things up through curiosity.		Tidy any chemicals away in a secure shed or similar.
Glass frames and sharp garden implements could be hazardous to children and animals if in a position where contact could occur.		Tidy tools away and ensure that any low level glass frames etc. are safe for passing visitors/animals.
Trailing cables if left plugged in could present a shock hazard to chewing animals or small children.		Unplug and coil up appliance leads for the duration of the open day.
If your garden contains ponds or open water, consider the vulnerability of small children or adults with poor mobility.		Divert paths from pond edges if you can and try to ensure that small children are properly supervised.
Overhead objects such as pergolas could present a hazard to tall people.		Divert people away from likely hazards or warn of their presence if this isn't possible
<b>CAR PARKING</b>		Where? Do plan for a wet weather alternative if one would be needed.
If parking is limited or sight, accidents may happen through inattentive reversing etc		Consider alternative parking arrangements if things get busy and consider the possible need to marshal.

<b>SIGNAGE x A4</b>		These are the some of the basic signs you may need for your open garden. The Hospice Communications Team can help with laminating them if required.
Car Parking		
Loos		
Private		
No admittance		
Disabled Access only		
Caution - Deep water		
Caution - slippery path		
Poisonous plants		
Arrows		
<b>STALLS</b>		Do you want to have any stalls to raise extra funds at your open garden? E.g. a plant stall, bric a brac or maybe a local artist/potter? It can be a great way of involving the local community.
<b>RAFFLE</b>		Raffle guidelines are included as part of the open garden information pack.
<b>MUSIC</b>		
<b>QUIZ/OTHER THEME</b>		You may like to add a quiz for extra interest and fundraising.

<b>EQUIPMENT REQUIRED</b>		
Marquees?		
Tables/chairs		Your local village hall may be prepared to lend/hire out
Cups & saucers		Your local village hall may be prepared to lend/hire out
Urn		Your local village hall may be prepared to lend/hire out
Large tea pots		Your local village hall may be prepared to lend/hire out
Paper plates/plastic spoons		
Paper serviettes		
Table Cloths		
Tea/Coffee/Sugar		
Squash		
Cake slice		
Food handling latex gloves		
Bin Liners		
Tea towels		
Washing up liquid		
<b>FLOAT for gate and teas</b>		
Basic First Aid kit		