

LEAF Open Farm Sunday checklist



	Activity For detailed information refer to the Host Farmer Handbook	Date	Completed
	Register your event, join the Host Farmer Facebook support group and watch the OFS Bitesize webinars		
	Plan your event – size, type of event, content		
	Book helpers - neighbouring farmers, suppliers, friends, etc		
	Book your tractor and trailer(s) <i>(if required)</i>		
	Notify your insurance company of your event		
	Promote in parish magazines & website, local Facebook groups, etc		
	Book toilets/portaloos		
	Organise refreshments		
	Obtain any relevant licences <i>(music, alcohol, farmers market, large events)</i>		
	Consider H&S requirements e.g. temporary hand washing facilities		
	Order your FREE resources from LEAF www.farmsunday.org		
	Order your FREE resources from sponsors <i>(see website too)</i>		
	Organise give-aways <i>(leaflets, gifts, products, prizes)</i>		
	Check your event description is up to date www.farmsunday.org		
	Publicise your event through local monthly magazines		
	Print and distribute posters, fliers and invitations etc		
	Send out press release to local press <i>(for larger events)</i>		
	Promote through your local schools <i>(N.B. half term is in late May)</i>		
	Contact local radio station <i>(for large events only)</i>		
	Keep animals off car parking fields for 3 weeks prior to your event		
	Do your risk assessment		
	Put your roadside banner out		
	Design and print/prepare information signs <i>(e.g. hand washing)</i>		
	Prepare props and facts for activities/tours		
	Plan your route for farm tours and time it		
	Set up hand washing facilities		
	Tidy farm, clean mucky areas, hose down yards, put away hazards, clean bedding for livestock		
	Brief volunteers		
	Set up displays, put out information signs, entrance signs, etc	Day before	
	Get feedback from your visitors	On the day	
	Contact LEAF with your visitor numbers and feedback on the Monday please and email photos to openfarmsunday@leafuk.org	The day after!	