

Congratulations! Your application has been approved by the TreesCharlotte team and will be a part of our next planting season! So, what's next? Here's a timeline!

**SUMMER:** If your community applied for a planting event, we will reach out during the summer to set up a walk-through with our arborists so they can start drawing up proposed planting plans. Expect this visit to last about 30 minutes.

**BY SEPT. 1:** We will let you know if your event will be in fall or spring. If it's a fall event, we will give you an exact date at this time. If it's a spring event, we will give you a firm date by Dec. 1.

**EARLY FALL/EARLY WINTER:** If your event is slated for the fall, TreesCharlotte representatives will ask to meet with you and any HOA board members, or pertinent leadership group, in September or October to review the planting plan and discuss event details. If your event is slated for the spring, we'll ask to meet in Nov/Dec/Jan. If your community also applied for a tree giveaway, we'll cover those details too. **Ultimately, we will need approval from neighborhood/organizational leadership to move forward.**

**1-2 MONTHS BEFORE EVENT:** At this point we'll be in touch - a lot! We'll work through planting details, volunteer signups and (if applicable) the tree giveaway procedure. If your community is giving away trees, we'll rely on you to get the word out and to encourage your neighbors to sign up. We'll send you a link to our Communications Toolkit to help with this effort.

**POST EVENT:** For the first year, you will need to ensure your new trees are watered (see Tree Stewardship guide in Toolkit for specifics). Over the years, expect standard pruning and care measures.



# NeighborWoods

TreesCharlotte

CHECKLIST

There's a lot that goes into a successful tree planting/tree giveaway event. While TreesCharlotte works to create planting plans, order the trees and organize event logistics, we have a list of tasks for you, too!



**ASSEMBLE YOUR TEAM:** In addition to you - the applicant - we suggest you recruit some help. We strongly suggest you add at least two HOA/neighborhood board members: The landscape chair and communications chair (or equivalents). This will ease the planting plan approval process and ensure you'll be able to reach all of your neighbors with important details leading up to event day.



**COMMUNICATIONS:** Once your event is approved, get your neighbors excited by sending a Save the Date email/newsletter notice. In the months before the event, TreesCharlotte is happy to send a representative to speak at board meetings, annual meetings or any festivals. And as the event gets closer, prepare to send emails and maybe even flyers to recruit volunteers and/or encourage signups for tree giveaways. Templates for all these communications are available in the NeighborWoods Toolkit!



**BOARD APPROVAL:** If your neighborhood has an HOA/neighborhood board, we will require its approval of any planting plans and event logistics.



**EVENT HELP:** Recruit neighbors to help plant and/or give away trees the day of the event. There are plenty of jobs to do, from checking in registrants to planting trees to loading trees into cars. For those volunteers spots you cannot fill, TreesCharlotte can tap its volunteer database.



**TREE CARE:** New trees require about five gallons of water a week. While rain during the winter months should suffice, you will need to figure out a watering plan for March-October. Expect to spend about \$5/tree per watering session if you outsource. (See TreeStewardship sheet for more details.)



It truly takes a village to make a NeighborWoods event happen. Here are some key contacts and resources that you may need:

#### TREESCHARLOTTE TEAM MEMBERS:

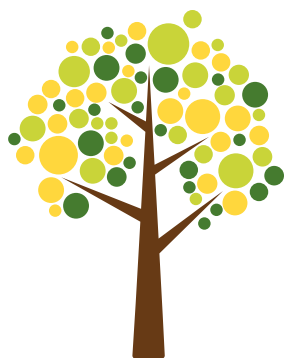


**Event logistics:** Heike Biller, [heike@treescharlotte.org](mailto:heike@treescharlotte.org), and Zack Agerton, [zack@treescharlotte.org](mailto:zack@treescharlotte.org)

**Communications, general info:** Jen Rothacker, [jen@treescharlotte.org](mailto:jen@treescharlotte.org)

**Tree queries:** Kate Bolkin, [kate@treescharlotte.org](mailto:kate@treescharlotte.org)

#### PLANTING/WATERING RESOURCES



**811:** This free service will locate major utility lines, which is vital before you dig a hole for a tree. TreesCharlotte will not auger any holes unless the property has been marked by 811. You can simply call 811 to set up a marking appointment or go to [Call811.com](http://Call811.com).

**Watering:** TreesCharlotte uses George Daniels at New Beginning Landscapes for its watering jobs. He'll happily give quotes for trees in common spaces. 704-400-4930.

**Planting:** TreesCharlotte will, in most cases, plant trees in common spaces. We do not plant in private yards. To get a tree planting quote, we recommend Daniel Jakobovits, owner of Eco Backyards and a TreeMaster. 980-333-1237, [daniel@ecobackyards.com](mailto:daniel@ecobackyards.com)



#### TREE SPECIES INFORMATION:

- [TreesCharlotte.org/tree-planting-list-2/](http://TreesCharlotte.org/tree-planting-list-2/)
- [Arboday.org/trees/treeGuide/](http://Arboday.org/trees/treeGuide/)





**New trees require some basic maintenance, from regular watering in their first year to semi-annual mulching for their lifetime. Read more on what you can do to ensure healthy growth.**

**WATER DURING THE HOT MONTHS.** Between April and September, you will need to water your new tree with 5 gallons of water/week – unless it rains. If you're not sure if your tree needs water, you can simply stick your finger into the ground next to the tree. If the soil feels moist, the tree is hydrated. If not, water.

When watering, do so slowly. One way is to create a mulch ring around the tree, pour 5 gallons of water into it and let the water seep down. Another method is to place a hose beside the tree and let it run on a slow trickle.



**MAKE MULCH YOUR BEST FRIEND.** Mulching regularly and properly keeps the soil moist and could be the single most important piece of tree care. Don't forget to create a doughnut of mulch, not a volcano, to avoid mulching touching the tree's trunk! (See picture on right.)



**KEEP THE GUARD.** Your new tree likely came with a white tree guard to protect it from mowing and edging blades. You can keep this on for years, until it naturally pops off. However, within a year, we advise you remove any tree tags and stakes.

