

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!

SPRING/SUMMER: If your community applied for a planting event, we will reach out during the spring or summer before to set up a walk-through with our arborists so they can start drawing up planting plans. We will also ask to meet with any pertinent leadership to discuss the proposed event. ***Ultimately, we will need approval from neighborhood/organizational leadership to move forward.***

SUMMER: Once the planting plan is complete, we will send it to you for edits, suggestions, and changes. We will take your feedback and create the final planting plan by fall.

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 meet with you in September or October to 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 adoption, we'll cover those details too.

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 adoption procedure. If your community is giving away trees, we'll rely on you to get the word out and to encourage your neighbors to register. 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 adoption 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-November. 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:

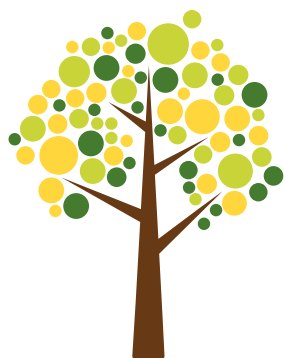
TREESCHARLOTTE TEAM MEMBERS:



Event logistics: Heike Biller, heike@treescharlotte.org, and Zack Agerton, zack@treescharlotte.org

Tree plan/care expertise: Kate Bolkin, 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.

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.

Augering: TreesCharlotte will typically auger holes for trees planted in common spaces. If you are interested in a quote for augering a hole on private property, our provider is Derrick Adams at Roundtree Companies, 704-995-1764, roundtreeco@gmail.com.

TREE SPECIES INFORMATION:

TreesCharlotte.org/tree-planting-list-2/
Arboday.org/trees/treeGuide/

