

# Community Woods TIMELINE

## CONGRATULATIONS!

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



### *Spring/Summer*

Meetings with relevant leadership will be scheduled to discuss the proposed event, and the initial planting plan will outline basic tree information. Specific species details will be shared closer to the planting date in collaboration with local growers. Please note that specific tree species cannot be guaranteed. Organizational leadership approval is required for the project to proceed.

### *Summer*

After creating the planting plan, we'll share it with you for any edits, suggestions, or changes. Your feedback will be incorporated, and the final planting plan will be ready by fall. By September 1st, we'll let you know whether your event is scheduled for the fall or spring. Spring events will be confirmed by December 1st.

### *Early Fall/Early Winter*

For fall events, you can expect contact from TreesCharlotte representatives in September or October to talk about event details; please plan outreach between November and December for winter events. The Event and Volunteer Manager will review event logistics for on-site tree adoptions.

### *1-2 Months Before Event*

We will handle planting details, volunteer signups, and, if applicable, the tree adoption process. We will depend on you to spread the word and encourage neighbors to register. Organizations can hire a private line locator to mark utilities. Connect with our Event & Volunteer Manager for more details.

### *Day of Event*

TreesCharlotte staff welcomes volunteers with opening remarks. With supervision, volunteers plant trees around community. Immediately following the event, TreesCharlotte will provide you with language for a follow up email/social post to share with your community members about the planting and how they can support TreesCharlotte.

### *Ongoing Tree Care*

During the first year, TreesCharlotte will water the trees during the hotter months (typically April to October). Our TreeKeeper team will perform structural pruning on the planted trees during the second, fourth, and sixth years. Mulching on an annual basis is highly recommended. If you would like more information, please consult the CommunityWoods Care Guide.





# Community Woods CHECKLIST

## LET'S GET READY!

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 community members: The landscape chair and communications chair (or equivalents). This will ease the planting plan approval process and ensure you can reach all of your neighbors with important details leading up to event day. Additionally, communities are required to hire a private line investigator to ensure the safety of all involved. More details are in the TreeAgreement.

### *Communications*

Once your event is approved, get your community excited by sending a Save the Date email/newsletter notice. Months before the event, TreesCharlotte is happy to send a representative to speak at board meetings, annual meetings, or festivals.

### *Board Approval*

If your organization has a governing body, we will require its approval of any planting plans and event logistics.

### *Event Help*

We may have volunteers assigned for your event, so we will let you know in advance if you will need to recruit any volunteers. If needed, send emails, distribute flyers, and post social media to recruit volunteers to help plant or adopt trees on the day of the event. Templates for all these communications are available in the [CommunityWoods Toolkit!](#)

### *Tree Care*

New trees require about five gallons of water a week. While TreesCharlotte will cover watering during the hot months of the first year, we recommend supplemental watering during the first three years as needed. Please plan to mulch the trees annually.





# CommunityWoods CONTACTS

## IT TAKES A VILLAGE

It truly takes a village to make a CommunityWoods event happen. Here are some key contacts from TreesCharlotte Staff:



### EVENT & VOLUNTEER MANAGER

*Christian Battistini*

Event and Volunteer Logistics  
[christian@treescharlotte.org](mailto:christian@treescharlotte.org)



### URBAN FOREST MANAGER

*Alex Smith*

Tree Planting Plans and Tree Expertise  
[alex@treescharlotte.org](mailto:alex@treescharlotte.org)



### URBAN FOREST EDUCATOR

*Heather Brent*

Tree Education  
[heather@treescharlotte.org](mailto:heather@treescharlotte.org)



### COMMUNITY ENGAGEMENT MANAGER

*Joi Mayo*

Connects Communities with TreesCharlotte  
[joi@treescharlotte.org](mailto:joi@treescharlotte.org)



### MARKETING COORDINATOR

*Mara Lind*

TreesCharlotte Social Media and CommunityWoods Toolkit  
[mara@treescharlotte.org](mailto:mara@treescharlotte.org)



### DIRECTOR OF PROGRAMS

*Krysten Reilly*

Leads all TreesCharlotte Community Programming  
[krysten@treescharlotte.org](mailto:krysten@treescharlotte.org)



# Community Woods RESOURCES

## CARING FOR YOUR TREES

After your trees are planted, you may want to give them more care. Here are some resources and information about your tree:



### WATERING

*George Daniels*

704-400-4930

New Beginning Landscapes will water the trees from April to October. Call for a quote for watering during subsequent years.



### AUGERING

*Derrick Adams*

704-995-1764 | [roundtreeco@gmail.com](mailto:roundtreeco@gmail.com)

Interested in a quote for auguring a hole on private property? Call Roundtree Companies.



### TREE SPECIES INFORMATION

*TreesCharlotte*

<https://treescharlotte.org/tree-planting-list-2/>

Learn more about how we pick our trees!

