



Working Forests Week Timeline

School Activity

Now: Watch video online. Read script and other materials to familiarize yourself with the activity.

By end of school year: Contact school principal for permission.

At beginning of next school year: Meet with school (principal or teacher if known) to determine day/time/location/class for your visit. Give teacher your contact information.

Send information about your presentation to LeeAnn@ForestFla.org (city/school/class/date/time).

By September 15: Construct box and purchase needed materials.

By September 30: Review script and revise as desired. Begin practicing.

By October 5: Confirm time and date with teacher. Contact local media (if desired).

By October 12: Be able to run through the activity smoothly. Continue to practice.

By October 16: Contact teacher final time for last-minute changes, instructions, etc. Follow up with local media (if desired)

Week of October 18-24: Relax. Give presentation. Have fun! Take photos if possible. Share on social media with #workingforestsweek.

Post-presentation: Write thank-you notes to teacher and principal (and media, if covered). Email LeeAnn@ForestFla.org with how your activity went; send pictures. Store box and materials in safe place for Working Forests Week 2016!

Speaking to Civic/Professional Group(s)

Now: Read through "Working Forests Work" Powerpoint, outline/script.

By June 15: Contact local civic/professional group(s) to determine speaking opportunities for week of October 18-24.

By July 15: Confirm engagement(s). Send information about your presentation to LeeAnn@ForestFla.org (city/group/date/time).

By September 15: Edit/personalize "Working Forests Work" Powerpoint presentation or create your own.

By September 22: Confirm with group representative.

By October 12: Be able to run through presentation smoothly. Continue to practice.

By October 16: Make follow-up contact with group representative.

Week of October 18-24: Relax. Give presentation. Have fun! Take photos if possible. Share on social media with #workingforestsweek.

Post-presentation: Write thank-you note to group representative. Email LeeAnn@ForestFla.org with how your activity went; send pictures. File presentation in safe place for Working Forests Week 2016!

Op-Ed

By July 15: Contact local paper to find out deadline/submission information.

By September 1: Contact LeeAnn@ForestFla.org with name of your local paper.

By September 15: Write draft or check website for possible content.

By October 1: Finalize piece.

Week before deadline: Submit piece, *noting that it is for publication the week of October 18-24.*

Post-publication: Share on social media with #workingforestsweek. Email LeeAnn@ForestFla.org.