See the next page for a blank template you can use at your meetings throughout the year!

**Garden update**
- How is the garden being used?
- Watering needs/issues?
- Watering Schedule (changes/ updates)

**Planting needs**
- Where can we plant seeds/seedlings?
- Who will plant?

**Harvesting update**
- What is ready to harvest? What is close to being ready for harvest?
- Who will harvest?
- How will the harvest be used?

**Upcoming events**
- Big Green workshops
- School events in the garden

**Communication Needs**
- What needs to be communicated to Teachers?
- Volunteer communications needed?

**Look at calendar, make plans, delegate tasks**

**Potential needs or reasons to contact your Garden Educator**
- Any issues with the art poles/ benches/ irrigation issues/plant disease/vandalism
- Questions around planting, growing, watering, or harvesting
- Questions around teaching
- Upcoming workshops