

Rodney Stoke & Draycott Community Orchard Open Day Event Plan

Event Proposal

Prepared for Rodney Stoke & Draycott Parish Council and the Community Orchard Committee.

This document sets out a proposed Community Orchard Open Day designed to celebrate the creation of the orchard, increase community participation, recruit volunteers, acknowledge grant funding and encourage long-term stewardship of the site.

1. Event Objectives

- Officially introduce the Community Orchard to residents and visitors.
- Promote health, wellbeing and social connection through use of the orchard.
- Recruit volunteers to assist with future orchard management.
- Provide information on tree sponsorship and community involvement opportunities.
- Recognise support received from funding organisations and local partners.
- Demonstrate the environmental, educational and biodiversity benefits of the orchard.

2. Proposed Event Details

- Venue: Rodney Stoke & Draycott Community Orchard.
- Suggested timing: Saturday or Sunday, 1:00 pm – 4:00 pm.
- Admission: Free.
- Target attendance: 60–100 residents and visitors.

3. Event Programme

- 1:00 pm – Welcome, refreshments and informal viewing.
- 1:30 pm – Guided orchard walk.
- 2:00 pm – Tree planting, pruning or biodiversity demonstration.
- 2:30 pm – Guided orchard walk.
- 3:00 pm – Community gathering and acknowledgement of funders, sponsors and volunteers.
- 3:30 pm – Final orchard tour and volunteer recruitment session.
- 4:00 pm – Event close.

4. Activities and Displays

- Welcome gazebo with site plan and information displays.
- Tree identification and orchard interpretation boards.
- Display explaining orchard design and tree varieties.
- Volunteer registration and sponsorship information.
- Children's nature trail and wildlife activities.
- Refreshments provided by local volunteers or community groups.

5. Publicity Plan

- Parish Council website and social media.
- Village Facebook pages.
- Memorial Hall noticeboards.
- Community shop displays.
- Church newsletters.
- Primary school newsletters.
- Local community organisations including the WI and village groups.

6. Volunteer Roles

- Event coordinator.
- Welcome and information desk volunteers.
- Refreshment volunteers.
- Guided walk leaders.
- Parking and accessibility marshals.
- Photographer and social media support.

7. Accessibility and Inclusion

- Use the accessible path from the car park to the central seating area.
- Provide seating throughout the event.
- Ensure clear signage and safe access routes.
- Provide activities suitable for all ages.

8. Risk Management

- Undertake a basic event risk assessment.
- Inspect paths and seating before the event.
- Provide first aid arrangements.
- Monitor weather conditions and provide shelter if required.
- Ensure volunteer briefing prior to opening.

9. Indicative Budget

- Publicity materials.
- Refreshments.
- Gazebo and display materials.
- Activity resources for children.
- Contingency allowance.

10. Measures of Success

- Attendance of 60–100 visitors.
- Recruitment of 10–20 new volunteers.
- New sponsorship enquiries.
- Positive feedback from residents and stakeholders.
- Increased awareness of the orchard and future activities.

11. Conclusion

- The Open Day will provide an important opportunity to celebrate the creation of the Community Orchard, strengthen community ownership, recognise funders and supporters, and establish a sustainable volunteer base for the future management of the site.