

National Public Lands Day

Planning Calendar

MAY - SEPTEMBER

- Register your National Public Lands Day event on [NEEF's NPLD Map](#)
- Download NEEF's Public Lands Engagement Activity Guides

JUNE - JULY

- Establish roles and responsibilities (project leaders, outreach coordinators, marketing coordinator)
- Develop an event budget
- Secure any necessary permits
- Identify local partners to support event
- Send 'Save the Date' emails to potential NPLD volunteers and event partners
- Invite VIP guest speakers
- Decide if you would like to obtain a Gubernatorial Proclamation for your event

JULY - SEPTEMBER

- Recruit volunteers (event flyers, social media, social media)
- Use NEEF's Media Outreach Calendar to engage local media outlets and attract journalists to your event
- For federal agencies, requests for fee-free coupon deadline is early August

EARLY SEPTEMBER

- Prepare site for event
- Conduct site visits with project leaders
- Develop event documents: safety briefing, emergency response plan, and run of show

NATIONAL PUBLIC LANDS DAY

Fourth Saturday in September

- Take photos, collect quotes, and share them with NEEF:
 - Create a social media post and tag NEEF
 - Send photos and videos to npld@neefusa.org
- Collect conservation impacts (acres of land restored, pounds of trash collected, etc.)

EARLY OCTOBER

- Complete the NPLD post-event survey
- Thank volunteers and partners