

Program Setup Schedule – Master Gardener Basic Training

Activity	Comments	Done
4– 6 months prior to first class		
Set program dates		
Reserve classrooms		
Set classroom topics		
Identify/schedule speakers, field trips, practicums		
3– 4 months prior		
Update job description and application form		
Identify number of trainees needed		
Begin recruiting process		
2– 3 months prior		
Screen applications		
Interview applicants		
Trainee background checks/reference letters		
Notify accepted applicants		
Schedule orientation dates		
Train MG mentors		
4-6 weeks prior		
Hold orientations		
Send speaker confirmation letters		
Prepare online training website		
1-3 weeks prior		
Begin trainee online registration		
Prepare for first class (ancillary materials, schedules, trainee directory, etc)		
1 week before final class		
Volunteer schedules		
Project signup sheets		
Name badges (order 3-4 weeks before last class)		
Other county information		