

FARM HARVEST PARTY PLANNING FORM

Crop registry number _____ Crop type(s) _____

Owner's Name _____ Phone # _____

Crop address _____

Mailing address _____

1. Crop quantity:

a. How much produce is accessible? _____

b. When will it be ripe? _____

2. Crop quality: Check for worms, over-ripeness, other signs of damage. Only high quality produce can be picked and donated.

Describe: _____

3. Accessibility: Check site accessibility

a. **LADDERS**

• Are ladders needed? YES NO How many? ___ What size _____

• At what height range is the fruit? _____

• Is there room to safely place ladders? YES NO Is area flat? YES NO

b. **PARKING**

Diagram the property, your plan for placing intake tables, and your parking plan on the back of the form. Also include any special concerns for this property.

c. **HOW MANY PICKERS SHOULD ATTEND THE HARVEST PARTY?** _____

(Estimate how many cars can be parked and produce available.)

d. **HOW MANY HARVEST PARTIES SHOULD BE HELD?** _____

4. Verify information given on registration form/season planner.

Info accurate? YES No If not, what additional information and/or corrections are needed?

5. Ask Landowner to sign and date the Temporary Right-of-Entry Authorization Form

6. Discuss Harvest Party Dates with property owner (Tell property owner that the date needs to be confirmed with Salem Harvest to avoid conflicts and ensure MPFS and equipment are available.)

7. Contact the webmaster and Farm Harvest Director (Dick at dyates@salemharvest.org or 503.877.9045 and Alicia at abay@salemharvest.org) with updated information and give Dick the Site Scout Form and Temporary Right-of-Entry

Info Webmaster Needs to Post Harvest Party: Crop # _____ # of Pickers ___ (including the HLs)

Harvest Party Date _____ Time _____

Harvest Leaders _____ & _____

Special text if posting the harvest party:

Authorization Form. Clear harvest party date and time.

8. Coordinate with MPFS for pick up of produce.

a. Delivery times/options

b. What storage containers they will provide.

c. Where can the truck be parked on property? (Should be as close to your donation station as possible.)