



## Garden Tours, Garden Walks, Garden Strolls etc

As a way of helping to ensure the success of your event, it is suggested that as a guideline for pre-planning and hopefully mitigating any problems that whenever a Society/Club is holding/hosting a Garden Tour, Garden Walk or Garden Stroll that the sites(s) to be visited be visited in advance in order to ensure that all attendees can move about the locations with relative ease and safety.

This form should help during your pre-event visit of site(s) under consideration for such activities. Here are some suggested things to look for and consider.

Things to check	Y	N	Comments
Are walking surfaces clean			
Are walking surfaces maintained			
Are walking surfaces free of obstructions			
Will the area support the anticipated traffic volume			
Handrails and supports secured			
Any stairs have rails/supports			
Visibility and lighting sufficient			
Check for tripping hazards			
Are grounds level			
If grounds are not level is the slope excessive			
If sloped areas get wet will this cause issues			
Car parking areas free of potholes, irregularities, etc			
Are ramps, stairs and elevation changes easily seen			
Are there any pets, dogs/cats – is interaction safe			
What areas are “off limits”			
Can plants/flowers/seeds etc. be removed-if not, tell attendees			
Is a Society/Club volunteer scheduled to be on site.			

During an event, should there be any situation arise where an attendee is injured or possibly is injured, it is suggested that the organizers should:

1. Seek medical assistance for the person(s) injured or potentially injured-this should be done whether the person injured or potentially injured refuses medical assistance or not.
2. Contact their respective Society/Club President and/or their District Director as soon as possible.
3. Make note of the circumstances involved in the injury or apparent injury and speak with anyone who may be able to furnish any information about the incident.
4. Photograph the area involved.