Preparation:

* Set a date(s) for the workshop(s).
* Create a design for the new community garden:
	+ Determine the bed sizes (length, width, height), number of beds, and spacing between the beds given the garden dimensions and budget.
	+ Determine the yardage of fabric needed for the design.
	+ *Note: ADA-accessible beds should be 28” to 34” high.*
	+ *Note: Beds should not be more than 48” wide (must be able to reach across).*
* Determine what type of pre-work needs to be done to prepare the garden space
	+ Pre-work such as marking out the space to be cleared, flagging items (e.g. fruit bushes) not to be cleared, leveling, lay out and staple down landscape fabric, etc.
	+ Is there a gate or access space big enough (8’) for machinery to come in?
	+ Determine the nearest electricity source in case any non-battery tools need to be used.
* Acquire (rent, buy, borrow) drills and a circular saw or miter saw.
	+ *Note: We purchased* [*Power Tool Combo Kits (Drill/Drivers, Reciprocating Saw, Circular Saw, Oscillating Tool)*](https://www.lowes.com/pd/CRAFTSMAN-V20-4-Tool-20-Volt-Max-Power-Tool-Combo-Kit-with-Soft-Case-Charger-Included-and-2-Batteries-Included/1000552963)
	+ Charge all of your batteries before the build.
* Purchase screws.
	+ *Note: We used* [*GRK Fasteners*](https://www.homedepot.com/p/GRK-Fasteners-10-x-3-1-8-in-Star-Drive-Torx-Bugle-Head-R4-Multi-Purpose-Wood-Screw-210-Pack-100137/203533438) *#10 x 3-1/8 in Multi-Purpose wood screws.*
	+ *Note: Cheaper if you order the bigger boxes instead of the 210-screw boxes.*
* Order lumber.
	+ Determine the lengths and quantities of lumber you need based on your design. (When in doubt ask Roberto.)
	+ Orders typically must be placed at least 7 days ahead of build in order to mill enough of the specified size and deliver on time. Most local hardware stores or lumber mills do not deliver lumber on the weekend.
	+ *Note: We used rough-cut hemlock - naturally rot-resistant, sturdy/durable, widely available, and cheaper than cedar or redwood.*
* Order landscaping fabric and staples.
	+ *Note: We used 4oz nonwoven geotextile fabric and 6” wire fabric staples from EJ Prescott.*
* Work with City Horticulture team to place geotextile fabric according to NRCS standards.
* Work with the City Forestry team to deliver wood chips.
* Coordinate outreach with the Sustainability Office (e.g. social media posts and event listings, email newsletters, City news alerts, listings on community calendars, hosting information at tables at community events, flyers at local community spaces, and encouraging neighborhood associations, surrounding garden clubs, and other local volunteer organizers to help spread the word).
	+ Note: Invite youth gardeners, Conservation Corps fellows, Food Corps fellows, SNAP-Educator, Garbage to Garden…

Example of raised bed design.



For a 4’ wide x 8’ long x 20” high bed, you will need

* 6 boards at 2” x 10” x 8’
* 1 board at 4’ x 4’ x 4’

For twelve 4’ wide x 8’ long x 20” high beds, you will need

* 72 boards at 2” x 10” x 8’
* 6 boards at 4’ x 4’ x 8’

Day Before Workshop:

* Bring:
	+ Power tool sets and charged batteries
	+ Extension cord (if using any plug-in tool)
	+ Gardening gloves (to carry lumber with)
	+ Screws
	+ Sunscreen
	+ Water and cups
	+ Volunteer/liability waiver forms
	+ If providing food, also bring a table, tinfoil, and a trash bag.
* Remind pre-registered volunteers who have pre-registered via email “See you tomorrow” (see template below).

During the workshop:

* Welcome and gather volunteers for a brief history of the garden and to explain the mission of the day: work together to build safe, accessible growing spaces with minimal risk of exposure to soil contaminants.
	+ Explain why a gardener may choose raised beds, why we were using the materials we had prepared, other options for materials to use, and all of the factors you may consider to ensure your garden bed suits your gardening needs.
* Introductions + ice breaker.
* Split into groups (1) cutting lumber or (2) setting up a new bed. Side projects include weed whacking, weeding, spreading wood chips, painting, etc.
* Optional: Send participants home with instructions on how to build a raised bed.

After the workshop(s):

* Spread wood chips.
	+ Need wheelbarrows, shovels, and rakes.
* Work with a contractor and garden soil provider to purchase, transport, and fill beds with quality soil mix.
	+ Note: We used a local compost and high-quality loam blend, [Benson's Farm Surf N Turf compost](https://www.bensonfarm.com/surf-n-turf).

| **LUMBER**Eldredge Lumber & Hardware, 145 Presumpscot St, Portland, ME 04103[(207) 770-3004](https://www.google.com/search?q=eldredge+lumber&rlz=1C5CHFA_enUS1016US1016&oq=eldred&gs_lcrp=EgZjaHJvbWUqBwgAEAAYgAQyBwgAEAAYgAQyBggBEEUYOTINCAIQLhivARjHARiABDIHCAMQABiABDINCAQQLhivARjHARiABDIQCAUQLhivARjHARiABBiOBTIHCAYQABiABDINCAcQLhivARjHARiABDIHCAgQABiABDIJCAkQABgKGIAE0gEIMTQ3M2owajeoAgCwAgA&sourceid=chrome&ie=UTF-8&lqi=Cg9lbGRyZWRnZSBsdW1iZXJIhofjrNSVgIAIWhkQABABGAAYASIPZWxkcmVkZ2UgbHVtYmVykgEOaGFyZHdhcmVfc3RvcmWaASRDaGREU1VoTk1HOW5TMFZKUTBGblNVTnRNRGg1WXpsM1JSQUKqAU0QASoTIg9lbGRyZWRnZSBsdW1iZXIoADIfEAEiG1pVQOIGkFOQc1xtI65sVlCta159JZ98qvmiEDITEAIiD2VsZHJlZGdlIGx1bWJlcuABAA)Good contact: Tyler Farnham, TFARNHAM@eldredgelumber.comHammond Lumber Company, 300 Riverside St, Portland, ME 04103Good Contact: Pat Dillon, pdillon@hammondlumber.com  |
| --- |

| **LANDSCAPE FABRIC + STAPLES**EJ Prescott at 530 Warren Ave., PortlandContact there is Dana Milair, dana.milair@ejprescott.com  |
| --- |

| **CLEARING + LEVELING // GARDEN SOIL DELIVERY**Dylan Lippold with Seaside Landscaping & Excavation LLCCan text/call (207)712-5118Email Dylan@seasidelandscaping.netContracted with Parks |
| --- |

| **PICKING UP + LAYING LANDSCAPE FABRIC**Email Adam Banks, Horticulture Supervisory, abanks@portlandmaine.gov |
| --- |

| **SOIL**Bensons Farm, 64 Plummer Rd, Gorham, ME 04038Good Contact: Erica, info@bensonfarm.com  |
| --- |

| **WOODCHIPS**Email Assistant Parks Director, Jen DeRice: jderice@portlandmaine.govand Mark Reiland, City Arborist: mreiland@portlandmaine.gov |
| --- |

**Webpage Content:**

**Help Build A Community Garden!**

The City of Portland and Cultivating Community are co-hosting [a series of volunteer events in our community gardens](https://www.portlandmaine.gov/1510/Help-Build-a-Community-Garden) inviting people to learn how to build and maintain raised beds. These events are a fantastic opportunity to learn new skills, meet neighbors and fellow gardeners, and build additional growing spaces in your local community garden. All are welcome! Find all details here: [www.portlandmaine.gov/HelpBuildaCommunityGarden](https://www.portlandmaine.gov/1510/Help-build-a-community-Garden)

**Upcoming Workshops:**

Thursday, August 8 at East End Community School & North Street Community Garden

Thursday, August 22 at Boyd Street Community Garden

Saturday, September 7 at Payson Park Community Garden

These are drop-in events. Come for as long as you’d like! [**REGISTER HERE**](https://docs.google.com/forms/d/e/1FAIpQLSf6tKFPoBPbeDnVUFkCNg_XA2KMaqXY8EI-gW_2ozbloaR82g/viewform?usp=sf_link) to help us anticipate how many volunteers will be joining each event.

**What to Expect:**

* Hands-on instruction on how to build and maintain raised garden beds
* Opportunities to ask questions and get personalized advice
* A chance to collaborate with other neighbors and gardeners in our community
* Gloves, tools, snacks and water will be provided

**What to Bring:**

* Comfortable clothing and sturdy shoes
* Work gloves (if you have them)
* A hand drill (if you have one)
* A water bottle to stay hydrated
* A positive attitude and readiness to learn!

Whether you are an experienced gardener or just starting, these workshops are designed to be informative and enjoyable for everyone. Plus, the raised beds we build together will provide additional garden plots for community members with low or no incomes, people of color, and New Mainers participating in the City’s Community Gardening Program.

We look forward to seeing you at the workshops and working together to make our community gardens thrive.

Questions? Email ktims@portlandmaine.gov

**Reminder Email Sent to Pre-Registered Volunteers**

**Header for Webpage/Subject Line for Email:** See you tomorrow in the garden!

See you tomorrow 9/7 at the volunteer event in the Payson Park Community Garden.

**What to Expect:**

* We will be building new raised beds for the Payson Park Community Garden from 10am - 2pm. The instructional workshop, led by Roberto Rodriguez of Fresh Food Gardens, will take place from 10-11am, but there will be help and extra hands during the entire event.
* These are free drop-in events, come as long as you’d like.
* Gloves and tools provided
* Pizza (GF and vegan options), salad, water, seltzer, and iced tea will also be provided

**What to Bring:**

* Comfortable clothing and closed-toed shoes
* Work gloves (if you have them)
* A hand drill or a rake, if you have one (remember to label it!)
* A water bottle

Bring friends and family - the more the merrier! Looking forward to seeing you at the workshops and working together to make our community gardens thrive.

Questions? Visit [www.portlandmaine.gov/HelpBuildACommunityGarden](https://www.portlandmaine.gov/1510/Help-build-a-community-Garden) or email ktims@portlandmaine.gov