



**TEMPLATE: Proposed agenda for Arbor Day tree planting ceremony**

This proposed agenda is provided as a guide only. Each community, school, civic group, etc., may determine their own agenda based on location, date, time, participants and other factors.

**Ceremonial Arbor Day program**

- 8:30 a.m. Set up event and educational, informational, outreach booths
- 9 a.m. Dignitaries and speakers arrive
- 9:30 a.m. Media arrive; Host organization manages media sign-in and news packet distribution
- 10 a.m. Welcome and speaking program  
Suggested length of remarks: between 5 - 10 minutes per speaker (depending on number of speakers and activities)

**Proposed program order of events**

- A. Emcee calls the program to order  
Posting of colors (suggest local High School ROTC or Scout organization)  
Pledge of Allegiance
- B. Emcee to welcome attendees, provide welcome remarks and introduction of dignitaries, set tone for why we are gathered, importance of Arbor Day
- C. Emcee introduces local official for reading of the county/city Arbor Day Proclamation  
  
Arbor Day Proclamation is read and presented to the host city/county/organization
- D. Emcee introduces guest speaker/local official for keynote remarks  
  
Guest speaker to deliver Arbor Day keynote remarks
- E. Emcee introduces children's group performance  
  
Children's reading, song, skit (or other activity)
- F. Emcee announces ceremonial tree planting and directs stage party to photo op
- 10:30 a.m. Conclude speaking program. Ceremonial tree planting, photo op. Refreshments.