

Garden Leadership Committee Toolkit

Plot assignment

Overview

Process plot requests and registrations, manage the garden waitlist and assign plots based on registration and available space.

Time commitment: Annual task between March and June

Keys to success

- Set clear expectations about when gardeners must sign up for a plot and what consequences exist if they miss the deadline.
- Generally, it is beneficial for returning gardeners to be assigned previously held plots, so gardeners know what to expect year to year.
- Be strategic about the personal information displayed on a garden plot map for all to see (e.g., no phone numbers).
- Be clear, equitable and consistent in how plots are assigned and how the waitlist is managed.

Plot assignment tips:

- Use the registration form strategically to learn about gardeners and their needs. This is a great opportunity to ask questions about spoken languages, accommodations and accessibility needs, or how long they have been gardening.
- Allocate plots based on your garden's values and vision (e.g. neighbor priority preference, returning gardeners assigned first, order of registration received, etc.).
- Check with all previous gardeners to see who is returning and who is not. Prioritize assigning the same plot to returning gardeners.
- Set new gardeners up for success. Place new gardeners near experienced gardeners. Do not place them in a plot with known challenges (e.g. shade, flooding).
- Place gardeners who need physical accommodations near the front of the garden and near water sources.
- Consider whether applicants have family and friends who have also applied. They may desire to garden next to each other.

Considerations for when the number of applicants is greater than the number of plots available:

- Provide plots to those aligned with the garden mission (e.g. families within the neighborhood).
- Assign plots on a first come, first served basis based on date of registration.

How to share plot assignments

- The garden's spring orientation meeting is a great time to announce plot assignments, since this encourages gardeners to attend the orientation meeting.

- Post a garden map within the garden with gardener names associated with their plot. Make sure the map is waterproof or protected from weather.
- Send the season's garden map, with assigned plots, to all gardeners via email and text.

Remember: Plot assignment can be a challenging task! It involves balancing many people's needs and expectations. Be transparent and give yourself plenty of time.

Additional documents

- [Weatherproof paper](#)
- [Sample plot map at Armory](#)