| https://mdflora.org/resources/Pictures/md-flora-header-circle.png | The Maryland Native Plant Society |
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**Form for MNPS Field Trip or Outdoor Workshop**

***Information for listing field trip on the Maryland Native Plant Society (MNPS) webpage***

**Please send completed form to** [**fieldtrips@mdflora.org**](mailto:fieldtrips@mdflora.org) **and/or MNPS member coordinating event with you.**

Note: Submission of photos and/or plant lists from field trips and workshops are welcome.

\*\* Required + Recommended - Optional

**\*\* Today’s Date**: \_\_\_\_\_

**\*\* Event Date**: \_\_\_\_\_

**\*\* Start and End Times**: \_\_\_\_\_

**\*\* Event Title**: \_\_\_\_\_

**\*\* Event Description**: \_\_\_\_\_

**\*\* Full Name(s) of Leader(s)**: \_\_\_\_\_

**\*\* Leader(s) Contact Information for MNPS Purposes** (i.e., email, mobile phone, landline if available): \_\_\_\_\_

\*\* Full Name of Event Coordinator, if different from Leader(s): \_\_\_\_\_

\*\* Coordinator Contact Information for MNPS Purposes, if different from Leader(s) (i.e., email, mobile phone, landline if available): \_\_\_\_\_

\*\* Sponsoring Organization(s), if any: \_\_\_\_\_

**\*\* Leader/Coordinator Contact Information for Prospective Registrants** (e.g., email and mobile phone): \_\_\_\_\_

**\*\* General Physical Location to Include in Announcement** (e.g., Soldiers Delight, Lake Roland Park): \_\_\_\_\_

**\*\* Exact Address or GPS Coordinates for Meeting Location** (emailed only to registrants): \_\_\_\_\_

**\*\* Directions to Meeting Location** (emailed only to registrants): \_\_\_\_\_

**\*\*** **Registration Requirement** (Yes/No): \_\_\_\_\_

**\*\*** **Registrant Maximum**, if registration required (e.g., usually 15 or 20, but count on no-shows): \_\_\_\_\_

**\*\*** **Cancellation Policy** (e.g., trip will proceed in drizzle, but will be cancelled if heavy rain or thunderstorm; cancellation will be emailed at least 2 hours before meeting time): \_\_\_\_\_

**\*\*** **Difficulty Level and/or Mileage**: \_\_\_\_\_

**\*\*** **Fee** (MNPS only charges if fee for access to location): \_\_\_\_\_

**+** **Registration Deadline**, if registration required: \_\_\_\_\_

**+** **Parking Instructions** (e.g., limited parking, so carpool, if possible; cars on roadside often ticketed): \_\_\_\_\_

**+** **Clothes to Wear** (e.g., closed-toe shoes/boots, socks over bottoms of pants to exclude ticks, sunhat): \_\_\_\_\_

**+** **Items for Participants to Bring** (e.g., water, sunscreen, tick repellant): \_\_\_\_\_

- Leader(s) bio(s) (insert here or attach separately): \_\_\_\_\_

- Rain Date, if any (uncommon): \_\_\_\_\_

- Handouts or Web Links (e.g., prior plant list, key to ferns): \_\_\_\_\_

- Additional Instructions or Information: \_\_\_\_\_