

PACE Day Information Packet

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*PACE = Permaculture Activists Creating Ecosystems (pronounced “pah-chay” as in the Italian word for peace). Each month we gather to practice our permaculture skills by working on a project at the home or project site of a Permaculture Marin member. Anyone can attend a PACE Day, but you must be a member to host a PACE Day at your home or site or have received a PACE Day from a member as a gift.

Guidelines for a Successful PACE Day

Congratulations! You have been of major service to your community by completing 20 hours of PACE day work, and have earned a PACE Day of your own! Here are a few things that we have learned about how to hold a successful work party...

- **Pick an appropriate project:** The main goal of the PACE Day is to share skills and practice in designing and building permaculture systems in each other's spaces. While projects should have a strong permaculture focus it is also important to have a clear goal for the day. PACE Days tend to be on average 5 or 6 hours so be conscious of how much you think you can accomplish in that time.
- **Have a clear plan for the project:** Having a clear understanding of what you want to accomplish is important to give structure and momentum to a project. This does not mean that you necessarily have to know how to implement or even design your project. For instance, using a PACE Day to create a design for a future project is a great way to utilize the experience, expertise and fresh ideas of the group.
- **Team up with a Permaculture Marin steering committee member:** If you need assistance in planning a permaculture project for your site, please let us know by making a request on the "PACE Day Host Form" on page 4.
- **Invite the community to attend:** Write description of your event and the date, time and location on the "PACE Day Host Form" on page 4. We will send out an announcement to the Permaculture Marin mailing list, and post the information on our home page. You can further promote the event using the "PM Event Promotion Guidelines" on page 6 as a resource for effective outreach. And, if you have resources that you would like to let other PACE Day hosts know about, please tell us.
- **The right tool for the job:** Permaculture Marin has an assortment of tools available for use at PACE Days. Make a list of the tools you will need to borrow on the "PACE Day Host Form" on page 4.
- **Ask for additional resources that you need:** The spirit of our work together includes leaning into each other for a little help and sharing resources. If you are planning on implementing a project that involves building, digging or other alteration to your property, please make sure that you have a complete understanding of the project, or have the support of someone with experience in the type of project you will be doing.
- **Celebrate our work together:** Remember, many hands make light work, and we've got work to do! And it feels great to share a slow meal too. Be prepared to host 6-20 people for potluck meal.
- **Sign-in sheets and PACE Day hours:** It is really important that folks sign-in (for liability, newsletters, membership, etc.). Please print out several copies of our "Permaculture Marin PACE Day sign-in sheet and Acceptance of Risk and Release of Liability" form on page 5, and have all participants (and yourself) sign in and out on. After your PACE Day, please mail the form to: Permaculture Marin, PO Box 403, San Anselmo, CA 94979
- **Sharing the experience:** Celebrate what just happened by sharing your PACE Day story and pictures. Please send a description of the day's events to Dustin at dustinkahn@gmail.com for the PACE Day archives on our website. Photos are a valuable way to show permaculture in action, so let Dustin know if you have photos that can be linked to online. She can also provide you with access to our flickr site so that you can upload your photos there.

PACE Day Host Check List

Before the event

- Fill out the PACE Day Host Form on page 4 and email it to Molly: barddex2000@yahoo.com
- Receive confirmation of my PACE Day site, date, time and project description from Permaculture Marin.
- Promote my event to friends and neighbors.
- Promote my event to the greater community by using the "Event Promotion Resources" on page 6.
- Coordinate with Molly to have a PM Steering Committee member, or Permaculture Design Certified member at the event if needed.
- Coordinate with Molly to borrow tools from the Permaculture Marin tool library if needed.
- Identify and flag all utility lines for water, gas, electrical and sewer (if applicable to my project).

During the event

- Print out several copies of the "Permaculture Marin PACE Day sign-in sheet and Acceptance of Risk and Release of Liability" form on page 5. Have everyone (including myself) sign in and out on this form.
- Have a place for Permaculture Marin flyers and membership forms to be displayed by the steering committee.
- Have a place for people to put their potluck items, and have plates and utensils available for use at lunch.
- Have cups and water available to keep everyone hydrated throughout the day.
- Have a bathroom available for participants.

After the event

- Mail the "Permaculture Marin PACE Day sign-in sheet and Acceptance of Risk and Release of Liability" form to: Permaculture Marin, P.O. Box 403, San Anselmo CA 94979
- Write a description of the PACE Day, including links to any online photos of the day, and email it to Dustin at dustinkahn@gmail.com

*Thank you for...building community...tending the land...
creating solutions...growing food and healthier communities!
And above all, remember to HAVE FUN!!!*

PACE Day Host Information Form

Please complete the following form at least 4 weeks prior to your PACE day. Effective promotion of your PACE Day on our website and email list serve is dependant upon this information. Contact Molly if you have questions.

This is an interactive form. Type in the fields below, save the file, and email a copy to Molly at barddex2000@yahoo.com

Name:

Contact information (email / phone):

Site description:

Date and time (typically 5 or 6 hours):

Address (and any special directions or parking instructions):

Project description (details are important):

Past permaculture design or project experience (if any):

Do you feel you need the assistance of a PM Steering Committee member, or Permaculture Design Certified member at the PACE Day, or to help with design ideas?

Materials available:

Materials and tools needed:

PACE Day sign-in sheet and Acceptance of Risk and Release of Liability

The undersigned voluntarily agrees to participate in the activity sponsored by Permaculture Marin at (partner site) _____ on (date) _____. The undersigned recognizes that Permaculture Marin has not undertaken any duty or responsibility for the safety of any participants and the undersigned agrees to assume full responsibility for all risk of bodily injury, death, disability, and property damage as a result of participating in the work day. The undersigned recognizes that these risks may include using tools and heavy lifting.

By my signature, I hereby state that I understand the risks involved in participating in this Permaculture Marin activity and willingly and voluntarily accept these risks. By my signature, I hereby surrender any right to seek reimbursement from Permaculture Marin or (partner site) and its directors, officers, employees, volunteers and other agents for injury sustained and liability incurred during my participation in the activity described above.

By my signature, I warrant that I am not relying on any oral representations, statements or inducement apart from the statements made on this form.

Consent for Photography and Videotaping

Permaculture Marin uses photographers occasionally to document participants in PACE Days, events and field trips. These photographs and videotapes may be used in newspapers, community newsletters, promotional literature, advertising, television, audiovisual presentations, electronic publications, or similar ways. You or your child may or may not be included in some or all of these sessions. We will not use a photograph of you or your child unless you give consent.

Yes: This choice means that I give Permaculture Marin and anyone they authorize the right and permission to use, without charges, photographs or videotapes featuring me or my child/children. I understand these pictures may be used in publications or presentations that have a large audience.

No: This choice means that I do not give consent for my child or myself to be photographed or videotaped.

Name: _____ Time In: _____ Time Out: _____

Signature: _____ Photo consent: Yes No

Email (to join the Permaculture Marin mailing list): _____

Name: _____ Time In: _____ Time Out: _____

Signature: _____ Photo consent: Yes No

Email (to join the Permaculture Marin mailing list): _____

Name: _____ Time In: _____ Time Out: _____

Signature: _____ Photo consent: Yes No

Email (to join the Permaculture Marin mailing list): _____

Name: _____ Time In: _____ Time Out: _____

Signature: _____ Photo consent: Yes No

Email (to join the Permaculture Marin mailing list): _____

Name: _____ Time In: _____ Time Out: _____

Signature: _____ Photo consent: Yes No

Email (to join the Permaculture Marin mailing list): _____

Name: _____ Time In: _____ Time Out: _____

Signature: _____ Photo consent: Yes No

Email (to join the Permaculture Marin mailing list): _____

Event Promotion Resources

Bay Area Yahoo Groups:

By joining these Bay Area Yahoo Groups, you can send out permaculture-related announcements and find out about permaculture events and resources.

Marin: <http://tech.groups.yahoo.com/group/permaculturemarin/?yguid=317529605>

Sonoma County: <http://tech.groups.yahoo.com/group/SonomaCountyPermaculture/?yguid=317529605>

East Bay: <http://tech.groups.yahoo.com/group/eastbaypermaculture/?yguid=317529605>

SF: <http://groups.yahoo.com/group/permaculture-sf/?yguid=317529605>

Local organizations that we have collaborated with:

Sustainable Fairfax (newsletter): Jennifer Livingston – jenliving@gmail.com

Sustainable San Rafael (newsletter): contact Bill Carney – williamcarney@comcast.net

SPAWN: contact Lisa Chipkin – rainwater@tirn.net

Marin Open Garden Project: contact Julie Hanft – julie@opengardenproject.org

Newspapers that have supported us:

For West Marin events –

West Marin Citizen: contact Jim Kravets, editor – editor@westmarincitizen.com

Online communities:

Facebook – If you have a facebook account, use it to promote PM events.

It's amazing how effective this tool is for networking events!

Online Classified Ads and Calendars (free):

Pacific Sun (they also select some of the events submitted online for the printed paper):

<http://www.pacificsun.com/sopecal>

Marin IJ: <http://www.marinij.com/listings>

Backpage.com: <http://sf.backpage.com/online/classifieds/index>

Fogster.com: <http://www.Fogster.com/index.php>

Bohemian: <http://www.bohemian.com/classifieds/sonoma-napa-marin-classifieds.html>

Sustainable San Rafael calendar: <http://www.huntcal.com/cgi/calview.cgi/SSR/SSRevents>

Email Dustin at dustinkahn@gmail.com if you have other resources to suggest.