

NCTA Events Calendar

Best Practices

Updated February 2022

When submitting an event via the online form, consider that someone viewing it may be completely new to the North Country Trail, to your Chapter, the activity (e.g. hiking or trail work), and/or the event location. Consider the following questions as you write your event's description. You're not required to answer each of these questions in your description, but consider what information here might be relevant and helpful to your intended audience or invitees.

Event Experience

- What will participants experience during this event?
- What is the weather like in this area this time of year?
- What is the terrain and trail tread like here? (e.g. paved, gravel, rocky, sandy, hilly, muddy, etc.)
- Is there a chance of wildlife encounters or engagement with other types of trail users (e.g. cyclists)?
- What's the total hiking distance of this event?
- Is it a loop or out-and-back?
- Are there restrooms available on-site or nearby?
- Are there resting places (e.g. benches) available along the way?
- Is the location handicap accessible?
- Is it family/kid friendly?
- Do participants need to be aware of a hunting season?

Participation Preparation

- Who is the main point of contact, should participants have additional questions?
- Will/Can I be notified if crucial event details change or if it's totally canceled?
- Will you be in direct sun or in the woods?
- Will you be near water or any roads?
- Do participants need to bring any particular supplies (e.g. tools, gear, food, maps, a camera) or wear specific clothing?
- Are any particular skills or certifications necessary or required to participate?
- Will any food or beverages be provided or should participants pack their own? (*This is a great opportunity to remind participants to always bring water

on the Trail.)

Location Description

- Is cell phone service or wifi available?
- Does the meeting point (e.g. parking area or trailhead) have a specific name or landmark associated with it?
- Will vehicles need to be parked in a specific way or location?
- Could this location's common name be confused with another location nearby?
- Are GPS coordinates available?
- Is there any kind of fee associated with the location or event?
- Is the event in an ecologically protected area like Wilderness or National Forest?

Recurring Events

For recurring events such as Chapter meetings, consider saving the event details from the first form you submit, so you can copy-and-paste it into future form submissions. An option to submit one form entry for multiple, recurring events will be explored and considered throughout 2022, based on the needs of Chapters.