OVERVIEW OF SOFTSCAPE PROCESS

☐ **Step 1:** Attend the seminar!

☐ **Step 2:** Go home and assess your landscape. Are you qualified and ready to participate?

☐ **Step 3:** Email Intake Form, landscape design, "Before" photos, and water bill.

☐ **Step 4:** CRC will review your application. It may take up to 10 business days to review your application.

☐ **Step 5:** Once you have received approval from CRC, begin work!

☐ **Step 6:** Email "During" photos.

- **Early Bird Deadline:** Participant must email "During" photos by 5/12/17. CRC will review photos, and then email Participant with project status. If approved, then Participant will be added to the FREE Garden In A Box list. Participant will pick up garden in May or June 2017.
- **Final Deadline:** Participant must email "During" photos by 5/26/17. CRC will review photos, and then email Participant with project status. If approved, then Participant will be added to the FREE Garden In A Box list. Participant will pick up garden in June 2017.
- Photos submitted after 5/26/17 **will not be eligible** for FREE Garden In A Box kit.

☐ **Step 7:** Once the Garden In A Box kit is fully planted and mulched, then Participant must email "Final" photos.

☐ **Step 8:** Once "Final" photos are submitted, then Participant must schedule and complete a Slow the Flow irrigation audit. *If you do NOT have an in-ground automatic sprinkler system, then do not schedule appointment.*

IMPORTANT SOFTSCAPE DATES

Monday, March 27th 2017:

- Email Intake Form, landscape design, "Before" photos, and water bill to gardeninfo@conservationcenter.org on or before 3/27/17.

Monday, May 12th, 2017:

- **Early Bird Deadline** – email "During" photos to gardeninfo@conservationcenter.org on or before 5/12/17.

Friday, May 26th, 2017:

- **Final Deadline** – email "During" photos to gardeninfo@conservationcenter.org on or before 5/26/17.
- This is the final deadline to submit "During" photos for all Softscape Participants.
- "During" photos submitted after 5/26/17 **will not be eligible** for FREE Garden In A Box kit.

May-June 2017:

- **Early Bird Deadline**: Participants that submitted "During" photos by 5/12/17 and received approval from CRC will pick up their FREE Garden In A Box kit in May or June 2017.
- **Final Deadline**: Participants that submitted "During" photos between 5/13/17 - 5/26/17 and received approval from CRC will pick up their FREE Garden In A Box kit in June 2017.

Friday, June 30th, 2017:

- **Final Photos Due!** Email "Final" photos to gardeninfo@conservationcenter.org on or before 6/30/17.

Friday, August 18th, 2017:

- Participant must schedule a Slow the Flow irrigation audit on or before 8/18/17.
- Audit ON LY required for Participants with in- ground automatic sprinkler systems.
- If you are participating in both the Softscape and Hardscape options, then please schedule only 1 appointment when both projects are complete (same deadline applies).
- Participant is responsible for scheduling the Slow the Flow irrigation audit. To schedule, please call **303-999-3824.**

Friday, September 8th, 2017:

- FREE Slow the Flow irrigation audit must be completed on or before 9/8/17.