

Tillamook County Master Gardener's Association Procedures

2.10

Subject: GARDEN TOUR

Purpose: This is a primary fundraiser for TCMGA scholarships. The activities here have been divided into months to help with the planning process.

Following is a procedural guide for planning TCMGA's bi-annual Garden Tour. This event is held in even numbered years. The timeline begins the year before the scheduled tour; i.e. begin in July 2015 for the 2016 tour.

July, August

Task 1 The Garden Tour Chair's responsibilities identified in the Garden Tour Chairperson Job Description. (*See Sample #1*). Initially, the Chair should select a co-chair and assemble a primary 5 to 6 person committee member team to do the initial garden visits and selection. The chair will schedule meetings and set agendas as necessary.

Task 2 At the initial meeting:

- A secretary should be selected. (*See Sub-Committee Job Descriptions, Sample #2*)
- The committee should decide the date and geographic area for the upcoming tour. Notify the Learning Garden Chair if the Learning Garden will be included on the tour.
- Notify the TCMGA Communications Chair so the date can be placed on the Chamber of Commerce calendar.
- Sub-committees should be designated for artists, volunteers, signage, and passports, hospitality, June Dairy Parade, garden owner gifts, photography and given the Sub-Committee Job Description. (*See Sub-Committee Job Descriptions, Sample #2*)

Task 3 TCMGA Members are asked to offer their garden and/or suggest names of people who might like to be on the tour.

Task 4 Prospective garden owners should be contacted and visits scheduled. (*See Initial Owner Contact Letter Sample #3*)

Task 5 Using criteria (parking, handicap access, educational value, what will be in bloom during the tour, area of Tillamook County, Master Gardener's garden?) the Garden Tour Committee will visit and evaluate the proposed sites. An Initial Garden Visit check sheet should be prepared for each garden. (*See Initial Garden Visit Check Sheet, Sample #4*). Photos should be taken at the gardens for evaluation later. Six gardens should be selected.

Task 6 Schedule meetings as needed to accomplish these tasks.

September

Task 1 Finalize garden selections. Send confirmation/acceptance letter to garden owners. (*See Confirmation/Acceptance Letter, Sample # 5*). Chair should contact garden owners who have not been selected.

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Task 2 Ask TCMGA members for suggestions for artists.

Task 3 Prepare a proposed Garden Tour budget submission for consideration at the November TCMGA meeting.

October, November, December

Task 1 Designate a Garden Tour Liaison and at least 2 assistants for each garden. Provide Liaisons with Garden Tour Liaison Job Description (*See Sample #6*)

Task 2 Prepare Garden Owner Check sheet for each garden. (*See Sample #7*).

Task 3 Each Garden Tour Liaison should meet with the homeowner. During the interview, attention should be paid to educational materials that could be developed and also information to be used in an article for The Thymes and for the Passports.

Task 4 Each garden will be featured in The Thymes beginning with the January edition. The article must be submitted to The Thymes editor by the 20th of the month preceding the publication month; i.e. December 20 for the January edition. Articles for all 6 gardens must be completed for the Passports by March 15.

January

Task 1 Post the Sign-up Sheets during Master Gardener Classes. (TCMGA Volunteer Coordinator)

Task 2 Determine budgeted amount for the event. Budget should include costs for Passport copies, signs, Publicity/advertising, refreshments, garden owner gifts, any miscellaneous expenditures, and garden owner meals at the Annual Awards Banquet. (TCMGA Treasurer)

Task 3 Draft and Finalize the Survival Guide. (*See Sample #8*)

Task 4 Send out a letter to garden owners about time frame and what all will happen. (*See Sample #9*) This letter will include Garden Tour Liaison assignments and the Survival Guide.

Task 5 Identify and secure Artists in the Garden (*See Sample #10*)

Task 6 Garden Owner gift committee should begin planning and designing gift(s) for the garden owners.

February

Task 1 Begin planning for the Pre-Tour Potluck and the Post-Tour Reception. The Pre-Tour potluck is to honor garden owners for their generosity in hosting the Tour. The Post-Tour reception is to allow the volunteers to unwind and drop off Garden Tour related items such as signs and cash boxes. Identify a location and host for each of these events. This can be at someone's home who has enough space and parking for the event at a convenient location or the 4-H Dorm could be reserved for both events.

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- Task 2** Set Price for Passports. Determine sales outlets; i.e. Farmers Markets, Plant Clinics, classes, Plant Sale, Extension Office, online and/or individuals. We cannot sell them at the Tillamook Farmers Markets. In the past, arrangements have been made with Pioneer Museum to sell them on our behalf during the Tillamook Market. If an arrangement is made, a sign should be displayed at our Tillamook Farmers Market table directing people to the Museum.
- Task 3** Obtain dates from the Manzanita and Pacific City Farmers Market chairs when Passports will be sold.
- Task 4** Plan promotion of the Tour. This will include developing the online passport sales, creating Posters and Save the Date cards, and a schedule for social and print media advertising. (TCMGA Communications Committee)

March

- Task 1** Confirm Artists/Vendors for each garden.
- Task 2** Garden Tour Liaisons should have all information about their assigned garden compiled, i.e. garden description, directions, educational information, and artist and delivered to the person in charge of preparing the Passports by March 15.

April

- Task 1** Passports printed so they can be ready for sale at the annual Plant Sale the first Saturday in May.
- Task 2** If passports are going to be sold at the Plant Sale, coordinate with Plant Sale Chair.
- Task 3** Confirm Volunteers for Tour plus extra volunteers. Assigned Garden Tour Liaisons should communicate directly with their volunteer group to provide specific information about the assigned garden. (*See Garden Tour Liaison Job Description & Sample Info for Volunteers Sample #6*). Provide Volunteer Job Description (*See Sample #14*)
- Task 4** Determine if the Tour will have a presence in the Tillamook June Dairy Parade. If so, plans should be finalized by the end of May. (*See sub-committee responsibilities*)

May

- Task 1** Passports go on sale. Prepare sales packets for each outlet. Monitor and control passports distributed. (*See Sales Roster Form – Sample #12*) Provide each person with the Sales Instruction. (*See Sample #10*).
- Task 2** Apply for any permits needed for signage if signs are posted within Tillamook City limits. A copy of the organization's 501 (c) (3) letter can be obtained from the Treasurer if necessary. (*See Sample #17 Fee Waiver Request*).

June

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- Task 1** Finalize all volunteers. Provide and Review Job Descriptions and responsibilities with them. *(See Sample #14)*
- Task 2** Passports go on sale at Farmer's Markets in Manzanita and Pacific City.
- Task 3** Large Garden Tour banners should be placed on Hwy. 6 and north and south ends of Tillamook after the Dairy Parade signs come down.

July

- Task 1** GT Liaisons provide Instructions to vendors for unload and location for their work. Location and set up time to be cleared/confirmed with garden owner.
- Task 2** Invitations to Pre-Tour Potluck sent to artists, homeowners and TCMGA Garden Tour volunteers. Invitations to TCMGA volunteers will be sent via email. *(See Invitation to Pre-Tour Potluck Letter, Sample #15)*
- Task 3** Arrange for passports to be sold at each garden. Coordinate with the Treasurer to have cash boxes provided at each garden.
- Task 4** Give volunteers specific assignments at their garden.
- Task 5** Signs customized for directions to gardens. *(Signage sub-committee)*
- Task 6** Garden Owner gifts should be completed and presented to the Garden Owners the week of the Garden Tour.

Day Before Tour

- Task 1** Volunteers and garden owners' tour all the gardens. Garden owners usually tour each other's gardens in the morning between 9am and Noon so they are able to be in their own gardens for the volunteers between 1pm and 4pm.
- Task 2** Signs, cash boxes, educational handouts, refreshments and water will be handed out at Pre-Tour Potluck. Volunteers will be instructed where to bring cash after event. (TCMGA Treasurer)
- Task 3** Cell phone numbers handed out for contact between gardens.

Day of Tour

- Task 1** Signs put out at each garden locations. Place 'GARDENS WANTED' sign at check-in table. Take anyone's suggestion and contact information. *(See Signage Sub-Committee – Sample #2)*
- Task 2** After tour, all volunteers are invited to the Post-Tour reception at [location]. Return signs, banners, ice chests, safety vests, tables, etc. to the [location]. Cash are to be returned to

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[Treasurer] at [location]. **Everyone is asked to please stay and help clean up the [location].**

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August

- Task 1** Debrief with committee on improvements needed for next year. Make a list of suggestions for the next Garden Tour.
- Task 2** Thank you notes should be hand written and sent to each garden owner and each volunteer. This can be shared between the Garden Tour chair and co-chair. (*See Garden Tour Chair Responsibilities*)

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Sample #1: Sub-Committee Job Descriptions



TCMGA Spade & Wade Garden Tour Chair Person Job Description

- Request a list of potential GT gardens be submitted, from the TCMGA membership.
- Select a co-chair.
- Assembles a primary 5 to 6-person committee member team, including the co-chair, to do the initial garden visits and selection. Same primary committee will determine Tour Theme, location, and date.
- Chair will delegate what she/he needs the co-chair to be responsible for.
- Request one of the primary team members to volunteer as secretary or cover until another person volunteers.
- Send out a notice for the need for additional GT committee members and set a date for the first open meeting. Attach a list of positions needed to fill.
- Arrange for volunteer lists to be posted at the Master Gardener classes.
- Prepare a Presentation about the GT for the new MG class.
- Provide progress reports at monthly TCMGA meetings
- Arrange additional meetings as needed.
- Send acceptance letter to selected garden owners along with a follow up phone call.
- Call and/or send a letter to those not selected for this tour.
- Send a second letter to the Garden Owners, that includes names of Lead Liaison and Survival Guide.
- Follow up with each subcommittee lead to check on progress.
- The Chairperson is the Lead for the Lead Liaisons.
- If a volunteer cannot fulfill their obligation for any reason, be prepared to step in and take over those duties, until a replacement is determined.
- Along with the co-chair, present garden owner gifts, prior to the event.
- Oversee the day before event activities and day of event activities.
- Send hand written thank you cards to garden owners, potluck host, artists, and volunteers. Have the co-chair assist with the cards

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Sample #2: Sub-Committee Job Descriptions



TCMGA Spade & Wade Garden Tour Sub-Committee Job Descriptions

Secretary: The secretary will be expected to take and disseminate agendas, meeting minutes and other information via email to all people involved in the tour. The secretary will also prepare and send all correspondence to homeowners, update the Survival Guide and this procedural guide. Where appropriate, copies of all correspondence to the homeowner should also be provided to the assigned Garden Tour Liaison. Electronic copies of these documents should be retained and passed on via disk or other means to subsequent tour secretaries.

Volunteers: This sub-committee works with TCMGA Volunteer Coordinator to ensure sign-up sheets are posted during the Master Gardener classes. They will also compile the list of volunteers and work with the GTL to assign them to gardens and tasks (*See Sample #14 -Volunteer Job Descriptions*). This list should include each volunteer's phone numbers and email address.

Signage: This sub-committee is responsible for checking availability, cleaning and modifying all outdoor signs for the tour, including 4 x 8 signs posted around the city, yard signs, and traffic directional signs to each garden. Events held within city limits may be required to obtain permits to place signs in on city property. (*Sample letter at Sample #17*). 'GARDENS WANTED for [YYYY] Garden Tour' signs should also be made for each garden check-in table.

June Dairy Parade: Sub-committee responsibilities will be to plan and design the Garden Tour entry for the parade. They will also be responsible to submit any required applications or notices to the City.

Passports: This person compiles information from the Garden Tour Liaisons about the individual gardens; directions, educational features, garden features, artist on location, photos to complete the passports. (*Reference also the Liability disclaimer-Sample #13*).

Hospitality: The Hospitality sub-committee will be responsible for identifying a Host and location for the Pre-Tour Potluck and for the Post-Tour Reception. The sub-committee should provide paper goods and coffee/tea/water supplies to each garden location as well as for the Pre-Tour Potluck Post-Tour Reception.

Garden Owner Gifts: This sub-committee selects, designs and creates appropriate gifts for the garden owners.

Photography: This sub-committee ensures that photos are taken on initial garden visits at the selection stage and at individual gardens selected for the tour.

Artists: This sub-committee identifies and secures artists/vendors for each of the gardens. Sample proposals are included in the Procedure Guide.

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Sample #3: Initial Garden Owner Contact Letter

All correspondence should be prepared on current TCMGA Stationery

[DATE]

[Name, ADDRESS]

Dear _____,

The Tillamook County Master Gardener Association is beginning our search for gardens for the 2018 Spade and Wade Garden Tour scheduled on July XX, 2018. Your garden has been suggested for our consideration [as it has the following features....].

If you would you be interested in participating in the upcoming tour, I would like to arrange a time when several of us could come meet with you and visit your garden site.

You can reach me at [phone number, email] and look forward to hearing from you soon.

Sincerely,

[Garden Tour Chair]

[YYYY] TCMGA Spade & Wade Garden Tour Chair

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Sample #4: Initial Garden Visit Check Sheet



**TCMGA SPADE & WADE GARDEN TOUR
Initial Garden Visit Checklist**

Name: _____

Address: _____

Phone: _____ Email: _____ Cell: _____

Initial Visit Date: _____

General Explanation of Garden Type:

Directions:

Selection Criteria

- Suitable Geographic location

- Handicap Accessible

- Adequate Parking

- Educational Value

- What plants, features will be in bloom/on display at the time of the tour?

- Is this a Master Gardener's garden?

- Maintenance Assistance necessary?

- Photos taken

Evaluation:

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Sample #5: Confirmation Acceptance Letter

All correspondence should be prepared on current TCMGA Stationery

[DATE]

[Name, ADDRESS]

Dear _____,

The Tillamook County Master Gardener Association would like to thank you for agreeing to share your lovely garden as part of our [YYYY] "Spade and Wade" Garden Tour. The selected date for the Garden Tour is July DD, YYYY. The Tour will start at 10:00am and end at 4:00pm.

During January [YYYY], we will provide you with additional details and two personal contacts. The contacts will be able to answer your questions and respond to any of your concerns. You may also contact [Garden Tour Chair], at [phone] or [Co-Chair], at [phone] at any time.

We would like you to start thinking about what key features of your garden you would like mentioned in the Garden Tour Pamphlet/Passport.

Thank you again for participating. This will be an exciting experience for all of us.

Sincerely,

[Chair]

[YYYY] TCMGA Spade & Wade Garden Tour Chair

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Sample #6: Garden Tour Liaison Job Description



TCMGA Spade & Wade Garden Tour Garden Tour Liaison Job Description

The Garden Tour Liaison (GTL) works with garden owners to provide communication and support to ensure a positive experience for the owners, volunteers and people who attend the event. A GTL and two volunteers will be assigned to each garden to act as a support team with one GTL being the primary contact for the garden owners.

Duties:

- Meet with garden owners to receive an introduction to the garden and to assess any safety concerns and accessibility issues. The Garden Tour Committee has done the initial visit and assessment, but any additional observations would be addressed at this time.
- Public Relations – Write an article about the garden and homeowners for the Thymes. Write paragraphs for Facebook Administrator and Passport Editor. Ensure there are pictures available for public relations purposes.
- Communicate to garden owners regarding Artist in the Garden to determine what kind of art would be appropriate. Meet with Garden Owner and Artist to help determine art placement ahead of time.
- Assess how many volunteers are needed for the day of the event and report this to Event Chair.
- Determine with the garden owner if volunteer work parties are needed to help prepare their gardens. Schedule work parties. At least one GTL should be there during a group work party.
- Communicate with Volunteer Coordinator who will phone volunteers to help at workdays or individual work times
- Provide direction and support to Garden Hosts and Parking Crew
- Ensure that water, a cooler and snacks are available for the volunteers. Also work with garden owner on bathroom facilities for the volunteers.
- Oversee the check-in table at the garden, greeting visitors, selling and stamping passports.
- Assign one GTL or Garden Host to take pictures the day of the event and send good pictures to Event Chair, Thymes Editor and Facebook Administrator
- Oversee placement and pick up of event signs
- Lead GTL will utilize check sheet provided. After event please fill out the questions on the back of the check sheet to help us evaluate the event and turn this into Event Chair.
- Present garden owner with stepping stone
- Host garden owners at pre and post tour events and Awards Banquet in December.

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Thank you for your willingness to take on this role. A Garden Tour Liaison serves an important role to facilitate communication and offer a great experience for all involved.

Sample Communication to individual garden team:

Subject: [Name of Assigned Garden, i.e. John and Jane Doe on Maple Drive, Tillamook]

Your name has been given to us as a volunteer at the Garden Tour on MM, DD. John and Jane live on a [describe location – and included address].

At present there are no projects to work on, however, we should verify that you are available to assist at this garden. The homeowner may need some help in the month prior to the tour.

Volunteers for this garden are:

- 1.
- 2.
- 3.
- 4.

Some positions we will need to include are:

- 2 Parking assistants
- 1 front table check-in and welcome
- 2-3 grounds hosts
- 1 cookie and refreshment distribution
- 1 photographer to document day for the homeowner.

We may meet/or correspond with you prior as needs arise. [Also include information about the pre-tour potluck, garden preview, time to be 'on duty' at the assigned garden, and post-tour reception.]

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Sample #7: Garden Owner Check Sheet



TCMGA SPADE & WADE GARDEN TOUR

Garden Owner's Worksheet

Name: _____

Address: _____

Phone: _____ Email: _____ Cell: _____

Initial Visit Date: _____

General Explanation of Garden Type:

Directions:

Initial Acceptance Letter Sent:

2nd Letter w/Contact Info & Survival Guide:

Liaison(s) Assigned:

(1)

(2)

(3)

Liaison Meeting w/Homeowner (Date, Comments):

Garden Description Write-Up Due: _____ To: [person preparing Passports – email address]
[Communications Chair – email address]

Write-Up:

Educational Write-Up Due: _____ Send to:

Pre-Event Pictures Taken By Holly Yingling:

Invited to Pre & Post Event Gatherings Held on: _____ At:

Maintenance Help Requested? Type of Help Dates

Restroom Facilities for Helpers? (Y/N)

Refreshments (Y/N):

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- Review Injury Responsibilities & Homeowner's Insurance Policy:

- Publicity/Photo Release Signed:

- Garden Gift (Stone) Given to Owner by/date:

- Helpers Assigned on Day of Tour (to be coordinated by liaisons with Janice Rice):

- Sign Placement/pick-up by: Parking Needs & Assistant:

- Check-in Desk & Passport Sale: Garden Assistants / Time & Phone:

- Photos of Days' Guests by:

- Post Tour Thank you Letter & Copies of Pictures:

- Invitation to Awards Banquet: Will be taken care of by Awards Banquet Committee – mid-October.

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Sample #8: Survival Guide

Mid-June thru Mid-July: If you would like assistance in preparing your gardens for the tour, make arrangements through your Garden Tour Liaison.

July [DD, YYYY]: 9am to 12 Noon: Garden Owners' Self-Guided Tour. This is your chance to see the other gardens on the tour. Maps and directions will be provided.

July [DD, YYYY]: 1pm to 4pm: Gardens will be toured by TCMGA volunteers. Please plan to be available to answer questions.

July [DD, YYYY]: 5:00pm: All garden owners are invited as guests of TCMGA to [host name and location] for a pre-tour potluck gathering. This is when you will be able to meet your TCMGA volunteer team for the tour and to have any last-minute questions answered. It will also be a chance to relax and enjoy talking to other people who love gardening as much as you do!

July [DD, YYYY]: 9am – 9:30am Volunteer Arrival: Your team of Volunteers will have arrived. The tour hours are 10:00am to 4:00pm.

July [DD, YYYY]: 4:30pm: Please join us for a Post-Tour Reception at [Location]. Enjoy your favorite beverage, snacks and unwind!



Should you have any questions, please contact [Name, Garden Tour Committee Chair at phone number and email address]

Survival Guide for
“Spade ‘n’ Wade”
Garden Tour Owners

[Tour Date]



Tillamook County
Master Gardener Association (TCMGA)

Thank you for hosting the Tillamook County Master Gardener Association's Garden Tour in [YYYY]. We want to make this process as painless as possible and thought these tips might help.

1. Relax. We want this to be fun for everyone. Your garden was selected because we felt it was special and unique.
2. TCMGA may use pictures and/or a short write-up of your garden in our publicity campaign promoting the Wade and Spade Garden Tour. TCMGA will not use names and addresses of the homeowners or gardens. If you have any issue with our publicity plan, please let your Garden Tour Liaison know immediately.

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3. It is important to TCMGA to provide a safe and fun event. All garden safety issues are taken into consideration before the event occurs and volunteers are highly encouraged to ensure the safety of themselves and visitors during the tour. To that end, TCMGA's liability insurance will cover any claims resulting from the actions or negligence of TCMGA or its members. The homeowners' insurance will be responsible for any claims resulting from homeowners' actions or negligence.
4. Rely on your Garden Tour Liaison. You can always contact them for questions or assistance. They will be in contact with you to answer gardening questions, assemble a work crew if needed, and schedule a volunteer team for the day of the tour, parking, signage, and any other help needed.
5. Please do not feel you need to open your home to the public. They are told of public restrooms that are close-by your home, so there should be no reason for them to access the house, garage or anywhere else you do not feel comfortable having them.
6. Volunteers will provide their own food and beverages.
7. Again, relax! Remember, we want this to be fun for everyone!



Below you will find a calendar of important things to remember.

February-early March: Think about pruning shrubs, edging borders, or transplanting. Your Garden Tour Liaison will work with you if you would like help.

[MMDDYYYY]: TCMGA will hold a plant sale at the Tillamook County Fairgrounds should you need to replace plants damaged over the winter or to fill in some bare spaces. This is a good place to supplement your garden art, too!

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Sample #9: Garden Owner Time Frame Letter

All correspondence should be prepared on current TCMGA Stationery

[Date]

[Addressee]

Dear X & X

The Tillamook County Master Gardener Association would like to thank you once again for participating in our [YYYY] "Spade and Wade" Garden Tour on [Date]

The names and contact information for your personal Garden Tour Liaisons "GTL" are listed below. They will be available to answer your questions and respond to your concerns. They will even come to your garden to offer advice or suggestions, if requested. Your GTL will also be contacting you at intervals prior to the Garden Tour to see if there is anything you need help with or to work out the logistics for the day of the Garden Tour.

Your personal contacts are:

1. [name, contact info]
2. [name, contact info]

I have included a "Survival Guide" created by two of our Master Gardeners. They both had gardens in our tour in the past and felt the guide would be useful. They have included tips and important dates to remember.

A publicity consent has also been included with this letter. Please complete the form and give it to your liaison. Contact your liaison if you have any questions.

You may also contact [GT Chair], Garden Tour Chair at [phone and/or email address] or [Co-chair], Garden Tour Co-Chair at [phone and/or email address].

Sincerely,

[GT Chair]

TCMGA [YYYY] Garden Tour Chair

Enclosure

cc: File

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Sample #10: Artist in the Garden Proposal



TCMGA SPADE & WADE GARDEN TOUR PROPOSAL FOR ARTISTS IN THE GARDEN

Tillamook County Master Gardener Association (TCMGA) [YYYY] Spade & Wade Garden Tour committee is seeking artists interested in displaying their art in the selected tour gardens. The gardens are located between [give general geographic locations of the tour gardens]

Theme Gardens

A

B

C

D

E

If interested, please Contact: [Name, phone, email]

NOTE: Please be consistent in all your marketing materials. Use letters or numbers, but not both. Gardens can be referred to as Garden 1,2, 3, etc. or A, B, C, etc.

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Sample #11: Sales Instructions



TCMGA Spade & Wade Garden Tour Passport Sales Instructions

Dear Volunteers,

It is time once again for the Tillamook Master Gardener Association's "Spade 'n' Wade Garden Tour." This year's date is [Tour Date] and we will be selling tickets starting [MMDD]

Tickets are \$XX per person. **PLEASE SELL THE TICKETS IN NUMERICAL ORDER!** And please fill out the enclosed form when you sell a ticket. We ask for the names of buyers, which will correspond with the tickets' numbers. Please ask them to include an email address which we will only use in case of a last minute change. The lists will be kept private and destroyed after the sale. The reason we ask for names is in case someone loses their passport after purchase there will be a record to allow them entrance.

We also ask for your first name, the date the tickets were sold, and the amount received. Please make a note if it is cash, check or credit card payment. The money will then be placed in the envelope. Checks may be made payable to TCMGA. If the payment is by credit card, it is to be run through as such and then the MG's will be reimbursed from the location from where they are sold.

So please encourage cash or checks as they are easier.

People buying a block of 5 or more tickets will be given a group rate of \$XX each instead of \$XX. *BUT all tickets must be purchased at the same time from the same place for this discount to be valid.* There are a limited number of tickets being sold.

Please ask me if you have any questions.
Thank you for your help!

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Sample #12: Passport Sales Roster Form



**TCMGA Spade and Wade Garden Tour
Passport Sales Roster**

Sales Event Name: _____ Date _____

Attendants' Names: _____

Pass #	\$ Cash	\$ Check	Sold To/ or passport "returned	Date	Seller Initials
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
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_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

TOTALS _____ TOTAL PASSPORTS RETURNED _____

RETURNED TO: _____ BY ATTENDANT: _____

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Sample #13: Sample Liability Disclaimers

With the purchase of this ticket, you agree that the Tillamook County Master Gardener Association and individual garden owners shall not be liable for any injury, claim, liability or damage of any kind resulting from your participation in our [YYYY] "Spade and Wade" Garden Tour. Tillamook County Master Gardener Association and individual garden tour owners shall not be liable for any special, direct, indirect, incidental or consequential damages of any kind whatsoever, including attorney fees, in any way due to, resulting from or arising in connection with your participation in our [YYYY] "Spade and Wade" Garden Tour.

OR

By purchase of this ticket for the Tillamook County Master Gardener Association's [YYYY] "Spade and Wade" Garden Tour, I assume any risk, and take full responsibility and waive any claims of personal injury, death or damage to personal property associated with **Tillamook County Master Gardener Association and the garden owners** on the tour.

I understand and confirm that by signing this WAIVER AND RELEASE I have given up considerable future legal rights. I have signed this Agreement freely, voluntarily, under no duress. My signature is proof of my intention to execute a complete and unconditional WAIVER AND RELEASE of all liability to the full extent of the law. I am 18 year of age or older and mentally competent to enter into this waiver. (This is to be followed by a form for signing.)

ALSO

While we make every effort to insure your safety while you are visiting our gardens, we urge you to use caution on garden paths and when crossing any roads, streets or highways.

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Sample #14: Volunteer Job Description



TCMGA Spade & Wade Garden Tour Volunteer Job Descriptions

Personal Garden Tour Liaisons will be assigned to each garden. The following tasks will need to be filled by volunteers.

Work crew: Available to assist garden owner with weeding, pruning, transplanting, and general yard clean up. No ladder work. This will be necessary one to two weeks before the Tour date.

Parking: Direct Traffic at the turn off to the garden. Some longer single lane driveways may need a volunteer with a walkie talkie to assist with in and out traffic. Assist with parking. May need to help with setting up directional signs at garden. Vests and walkie talkies will be provided.

On site Passport stamper/cashier: Sits at entrance. Sells passports. Maintains list of sales. Handles checks and cash transactions. Stamps passports.

Off-site passport sales: Museum, [identify other locations]: Sells passports. Maintains list of sales. Handles checks and cash transactions.

Set up: Assist with sign placement. Assemble canopy for passport/ cashier. Garbage cans placement.

Misc. last minute clean up, garden prep. Check for garden hazards.

Take down: Assist with sign removal. Disassemble canopy. Empty trash cans. General garden check for trash and Garden Tour items.

In the Garden Hosts: Accompany Visitors in the Garden. Answer questions. Maintain a clean area. Direct visitors away from private, off limits, or hazardous areas. Assist owners, if needed. Relieve other workers for breaks. Distribute refreshments.

Photographer: One volunteer at each garden to take pictures of visitors, garden, volunteers, owners. May need to assemble notebook afterwards.

Hospitality: Provide supplies for Pre-Tour **Potluck and Post-Tour Reception**: Assist with set up, food prep, clean up.

Day before the Event

Volunteers may tour all the other gardens from 1:00pm to 4:00pm. A list of gardens and directions will be provided. At 5:00pm all volunteers are invited to [Host] at [directions] for a Pre-Tour potluck gathering. Dinner will be ready to eat at 5:30pm. This will be an opportunity for volunteers, garden owners, and artists to get acquainted before the tour. Bring your favorite dish, folding chairs and whatever you wish to drink. Coffee, plates and silverware will be provided.

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A short meeting will follow dinner to answer any last minute questions and allow volunteers to pick up supplies for the tour. Volunteers that have been assigned as cashier/passport stampers by their Garden Liaisons will pick up their cash boxes from the Treasurer at this time. The only money you will be collecting will be for additional passports.

Day of Event

Garden tour hours are 10:00am to 4:00pm. Arrive at your assigned garden no later than 9:00am so you can greet the garden owners and get reacquainted with their garden. This will also give you time to complete your set up, assist the artists, and review your specific tasks. Bring a lunch or snack and your favorite beverage. Bottles of water will be available at all the gardens.

Learning Garden Volunteers please arrive by 1:30 pm to set up signs, unlock the hoop house, and prepare an area with light refreshments for our guests. The passports indicate the garden will be open with volunteers present to answer questions from 2:00 pm to 4:00 pm.

The garden chair and an assistant will be acting as roamers/assisters during the tour. Please call them at [phone numbers]. Call the Treasurer [name and phone number] if there is a cashier issue.

The Garden Tour concludes at 4:00pm. General clean – up should be completed. Remind the Garden Owners and the Artists about the Post-Tour reception at the [location]. Return signs, banners, ice chests, safety vests, tables, etc. to the Fairgrounds 4-H Dorm. Cash boxes are to be returned to the Treasurer at the 4-H Dorm.

The Post-Tour reception will begin at 4:30pm. Light refreshments to be provided.

Tillamook County Master Gardener's Association Procedures

Sample #15: Invitation to Pre-Tour Potluck

Artists, Garden Owners, and TCMGA Tour Volunteers
(TCMGA tour volunteers will be notified/invited via email)

All correspondence should be prepared on current TCMGA Stationery

[Date]

[Garden Owners]
[Artists]

Dear:

Please join us, as our guest, at the [YYYY] Spade & Wade Garden Tour Potluck, on [Date] at [host/location].
The event starts at 5:00pm and dinner at 5:30pm.

Directions to the [Location]

This will be an opportunity for volunteers, garden owners, and artists to get acquainted before the tour and enjoy the [host's] lovely garden. You bring folding chairs and whatever you wish to drink. We provide coffee, potluck goodies, plates and silverware. You may bring a dish to share if you would like to.

We hope to see you there.

[Garden Tour Chair]
[Co-Chair]

Tillamook County Master Gardener's Association Procedures



Sample #16: OSU Personal Photo Release Form

Oregon State University Extension Service Master Gardener Personal Release Photo Release



Extension Service

I authorize Oregon State University, Oregon State University Extension and the Oregon State University Extension Master Gardener Program acting pursuant to its authority to:

- (a) Record me on videotape or audiotape, in photographs, or in any other recorded medium. I understand that these recordings may be used in any medium, including print, World Wide Web, video, or audio.
- (b) Use my name, likeness, voice, and biographical material in connection with recordings.
- (c) Exhibit or distribute such recording in whole or part without restrictions or limitation for any educational or promotional purpose, which Oregon State University and those pursuant to its authority, deem appropriate.

I waive any right to inspect or approve the finished medium or the use to which it may be applied.

I represent that I am at least 18 years of age and that I have read and fully understood the above paragraphs and am knowingly and voluntarily executing this release.

Signature Date

Name (PLEASE PRINT)

Title

Organization

Street

City State Zip

Telephone (area code first)

Parent/Guardian signature (if under 18)

Parent/Guardian Name (printed)

For Use by OSU Extension Master Gardener Program. Form last updated November 11, 2009.

Received by _____ Date _____

Last Revised 10/3/2011

Tillamook County Master Gardener's Association Procedures

Sample #17: City Sign Fee Waiver Request

All correspondence should be prepared on current TCMGA Stationery

[Date]

[City Representative]

Re: Sign Fee Waiver Request

Dear:

On MM, DD, YYYY the Tillamook County master Gardeners are holding the Annual Spade and Wade Garden Tour featuring X gardens throughout the Tillamook area. We wish to put up directional signs for only the one day, [indicate number of directional signs and placement locations within the city limits].

Tillamook County Master Gardeners are a 501 (c) (3) organization. Proceeds from this Garden Tour benefit scholarships for Tillamook residents and local Master Gardener Programs. We respectfully request a waiver of the sign fees.

If you need additional information, please contact me.

Sincerely,

[Garden Tour Chair Name, or Signage Sub-Committee Chair]
YYYY Garden Tour Chair

Cc: File