

Tillamook County Master Gardener's Association Procedures

2.11

Subject: HEADLIGHT HERALD HOME & GARDEN SHOW

Purpose: To describe the tasks for preparation, set-up, participation, and tear down at the spring Home & Garden Show

See Also:

Responsible Person: TCMGA Home & Garden Show Coordinator

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- Task 1** Contact the Headlight Herald show coordinator to confirm attendance, costs, dates, times and expectations for presentations.
- Task 2** Work with volunteer coordinator to recruit workers (apprentices and hardy perennials). A recertified Hardy Perennial needs to be present on each shift with apprentices. This can be done via email, word of mouth, telephone, at the Master Gardeners' classes and at Board Meetings.
- Task 3** Train all volunteers, even if they have worked plant clinics in the past. Be sure that all volunteers are familiar with current policies and procedures, how to set up the booth, and what the expectations are for working with the public.
- Task 4** Recruit presenters for educational presentations. Each presentation runs from fifteen to thirty minutes. Recruit enough presenters to fill at least ten slots. Presentations can be duplicated (morning and afternoon on Saturday, once on Sunday)
- Task 5** Put together a schedule of presentations and deliver to Headlight Herald show coordinator.
- Task 6** Work with TCMGA Publicity chairperson to provide 1/8 page ad to the Headlight Herald and develop other publicity materials.
- Task 7** The week before the show, contact all volunteers and presenters to confirm attendance. Determine what materials are needed for presentations and ensure they are available.
- Task 8** Workers arrive at the Extension Office by 9:30 am Saturday morning to help load equipment and materials for set-up. Equipment to be loaded:
- 2 portable tables (Farmers Market Storage)
 - 2 tablecloths
 - Food Guides (English and Spanish)
 - Information pamphlets/brochures (MG info, composting, OSU internet cards, etc.)
- These vary, depending on what is available in the office.

Approved: 1/12/12

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- Sign up sheet for OSU newsletters, MG Class interest
- Orange and black rolling cart with resource books, brochures and materials as needed from the MG library (one each of the PNW's)
- One client contact log and a few client contact sheets on a clipboard for each volunteer working at the market.
- Three folding chairs
- Master Gardener at Work sandwich board
- OSU sign (orange)
- "Have a Gardening Question" sign
- Cookbooks, rocks, t-shirts, aprons, Garden Tour Passports and sales signage, plant sale information
- Sales/Cash Record Sheet

Task 9 Set-up: Everything needs to be ready by 9:00 when the show opens

- Put up signs: "Have a Gardening Question" on front; OSU sign on wall of booth
- Set up table with client information
- Set up sales table, products signage

Task 10 Answer questions from the public and promote the OSU Master Gardener program

- Document all contacts on clipboard.
- Complete client contact sheets when necessary.
- Return to the office for problem solving.
- Maintain list of people interested in taking future MG classes
- Maintain list of those interested in receiving OSU newsletters

Task 11 The market concludes at 2:00pm on Sunday. All materials need to be dismantled and organized for return to either the office or the Tillamook Farmer's Market Storage or TCMGA office at the Extension Service

Task 12 Upon return to the office:

- Replenish depleted brochures and client information in orange/black rolling cart
- Remove client sheets and leave in office for Monday volunteers to work on
- Place new, blank sheets on clipboards for next Farmers' Market
- Place cash, cash box, and sales log in pre-determined, safe place in MG office for the Treasurer to get on Monday
- Leave list of pamphlets/brochures that are not available in the office for Pat so that she can replace them.

Task 13 Lock the office door. Drop the keys in the slot by the meeting room door (east side of the building).

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HOME & GARDEN SHOW SPECIAL TASKS – SALES

- Task 1** Gather items for sale (i.e. cookbooks, plants, rocks, etc.) the cash box and a sales record sheet (attached), receipt book.
- Task 2** Arrange sales items at the market. When a sale occurs, collect the money; record the sale, give client a receipt
- Task 3** Before each shift leaves, the money in the cash box is counted and verified (see attached sales record sheet).
- Task 4** At the conclusion of the first day and again at the conclusion of the show, the money in the cash box is again counted and verified. The TCMGA H & G Show Coordinator is responsible for securing the money overnight on Saturday and for arranging to get it to the Treasurer following the show.
- Task 5** On return to the office, sale items are to be stored appropriately.