**Plant Sale Chair people Descriptions — 2010**

**Publicity Chair:**

• Publicly promote the plant sale.

• Prepare flyers for club members to hand out and place in their car windows (Rebecca Walker

has the art, or it will be on the LAVGC Thumb drive held by the president). Provide small

flyers to hand out during local public events prior to the plant sale and at the Farmer’s

Market the day of the plant sale. Work with plant sale chair to establish a budget for printing

of flyers, cost of ads.

• Send out press releases to local Community papers and organizations, other garden club

newsletters, see info in Publicity Note book.

• Promote the club any way you can think of! (preferably at no charge or little cost) free ads in

local papers, local radio and TV special interest shows, etc.

**Pricing Parties Chair:**

• Held on the Friday before the sale - morning Livermore/ afternoon Pleasanton

• Put colored labels in each pot under direction of the chairs as to appropriate price for the

item

• Write white price labels for larger/rarer plants

• Make sure all plants are properly identified with plant name and basic growing requirements

**Transportation Chair:**

• Transport plants from pricing party locations to the Amador HS Parking lot

• Assist with loading of vehicles - trucks or trailers either Friday night or first thing Sat a.m.

• Drive trucks/ trailers to the Amador lot and assist in unloading

**Set Up Facilities Chair:**

• Arranges rental of tables (Sharon and Doug Howard usually do this part).

• Reserves area in Amador Parking lot (put up posts/caution tape) on Friday night (Sharon and

Doug Howard usually do this part).

• Manage set up of sale site on Saturday morning usually from 7 a.m. onwards

• Unload everything, put up tables, and put plants in correct areas i.e., Sun - Shade Vegetables

etc. Put up all the signs; plant identification photos and type (sun, shade, etc.) or section

(holding area, cashiers, etc.)

**Holding Area Chair:**

• Set up holding area in alphabetical sections for customer plants with colored chalk, tape , or

whatever you see fit

• Holding Staff at table completes or has customer complete sign with customer’s last name

and first initial

• Holding Staff puts customers plants with their sign prominently displayed in appropriate

place in holding area which will be arranged alphabetically

• Customers can add plants to established holding area account. The customer or Plant

Assistant should wait for Holding Staff to take the plants to established site and make sure

they give the Holding Staff the correct customer name.

• Holding Staff should make sure that each customers plants are kept together and separated

from others.

• When customer has all plants and wish to check out, Holding Staff should get a Clerk to

write up the order (if the clerks are super busy, the holding staff could write up a few order.

• Customer takes completed order slip to the Cashier and pays. When customer returns to the

Holding area with receipt stamped ‘paid’, Holding staff either hands plants to customer or places

them at the back of the holding area where the plants can be picked up by car.

**Sales Clerk Chair:**

• Clerk establishes that each plant is priced by checking the colored or white plastic label in the

pot. If it does not have a label, the Clerk can mark the plant if they know the price or go to the

Resource staff.

• Clerk writes order by placing customer’s name on top of sheet and and clearly noting how many

plants of each price they have chosen. Clerk also includes specific price of plants with white

markers or white elephant items

• Clerk may or may not total the order but pricing should be clear and easy for the cashier to total

• Clerk initials completed order and gives to customer to take to cashier

• Clerk places all plastic markers in box for re-use next year, Leave the plant identification labels

with the plant.

**Plant Assistants Chair:**

• Works the floor of the plant sale

• Assist customers locate plants, identify plants and select plants

• Assist customers by interpreting pricing or, if a plant is not priced, taking the plant

to the Resource Staff

• Monitor plant area and re-arrange plants to keep plants in order and presentable

• When time permits, assist customers by taking plants to the holding area. (Plant Assistants must

have a member of Holding Staff assist them and need to know customers last name and first initial

and whether customer has established a holding area account)

**Cashiers Chair:**

• Cashiers tally final bill and receive money/checks from customers

**Resource Center Chair:**

• Resource staff provide plant information from own knowledge or books. Will identify unlabelled

plants and price any unpriced items.

**White Elephant Chair:**

• Garden related items for sale either priced prior to the sale or at sale by Maude.

• Staff help arrange sale items as directed and assist shoppers in selecting items. Clerks will write

up sales.

**Refreshments Chair:**

• Set up table for refreshments for members working the sale ie 7.30 onwards

• Gets members to volunteer to bring snacks/cookies

• Provides water/coffee (last year from Noah’s bagels) (There is a 25$ budget for this if you

have trouble getting volunteers).

• Makes sure only members working the sale are taking from the table i.e., not customers