

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 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