



# Mountain Garden Club Event Form and Checklist

**Event Name:** **Plant Sale**

Date Created: 2/13/2017 Form Creator Name: Deborah Bryant  
Event Date: (appx) \_\_\_\_\_ Form Creator Tel.: \_\_\_\_\_  
Date to Begin By: \_\_\_\_\_ Form Creator Email: \_\_\_\_\_  
Committee Name: Ways and Means - Plant Sale Expense Budget \$0 - \$199 Revenue Budget \$0 - \$199

## Objectives/Purpose of Event:

The Annual Spring Plant Sale is one of the premier fundraisers for the MGC and is eagerly awaited by the members and community each year. The sale of plants, donated from garden club members' gardens, various other gardens in the MWV and local nurseries, benefit the Alice T. Madden Scholarship Fund.

## Description Of How The Event Is Run (Who, What, When, Where and How):

The plant sale is held the first Saturday in June at the North Conway Community Center opening to the public at 9:30 a.m.  
Drop off of plants and set up for this fundraiser is on the Friday evening before the event starting at 5:00 p.m., with final touches put on everything starting at 8:00am Saturday morning. All members are encouraged to participate with key positions, cashiers, assisting customers, box check station, at least one photographer, etc. identified in advance (at least 10 people with designated jobs).  
Have peel and stick MGC logo name tags.  
Please refer to the Annual Spring Plant Sale Time line report for details on how the fundraiser is organized.

## Materials, Equipment Or Supplies Needed To Put On Event:

The Mountain Garden Club Plant Sale banner is stored at the Mountain Valley Self Storage in Intervale. cash signs, credit card signs, check out signs, box signs, pricing supplies, including colored stickers, thick and thin Sharpie-type (waterproof) markers, popsicle sticks, newsprint roll, to cover tables from the Conway Daily Sun, posters to advertise the event, 2 cash boxes, 1 square, for credit cards, at the door to check out plants, pads of paper, calculators, pens, and boxes, beer cartons to carry plants in, packing-type tape, price signs, and plant identification book.



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## Events General Checklist (Checked Items Are Needed For This Event)

Requirements for this Event	Check If Required
Requires Chairperson?	<input checked="" type="checkbox"/>
Requires Location to Hold Event?	<input checked="" type="checkbox"/>
Requires Advance Set Up?	<input checked="" type="checkbox"/>
Requires a Press Release?	<input checked="" type="checkbox"/>
Requires Advertising?	<input checked="" type="checkbox"/>
Requires a Speaker?	<input type="checkbox"/>
Requires an Audio System?	<input checked="" type="checkbox"/>
Requires a Projector and Screen?	<input type="checkbox"/>
Requires Photos?	<input checked="" type="checkbox"/>
Requires Food/Refreshments?	<input checked="" type="checkbox"/>
Requires Printed Material, Name Tags, Place Cards etc.?	<input type="checkbox"/>
Requires Raffle Items?	<input type="checkbox"/>
Requires Table Floral Arrangements?	<input type="checkbox"/>
Requires Advance Reservations?	<input type="checkbox"/>
Requires How Many Volunteers? (Enter Number)	

Summarize the Closing Of This Event: ( Cleanup procedures, financial tallying, reports etc.)

Clean up of the North Conway Community Center needs to be done by 2 pm the day of the event as the center is then open for basketball. The initial tallying of cash and credit card sales is done by the cashiers and placed in the cash boxes. The final tallying is done by the Treasurer and deposited. A report is prepared and sent out to the members and shared at the meetings.

Print Form

Rev. 2017



# Mountain Garden Club Time line Template

**Event/Publication**

**Spring Plant Sale**

Date Created: 2/13/2017 Form Creator Name: Deborah Bryant

Event/Pub Date: (appx) \_\_\_\_\_ Form Creator Tel.: \_\_\_\_\_

Date to Begin By: \_\_\_\_\_ Form Creator Email: \_\_\_\_\_

Committee Name: Ways and Means

You can type as much as you like in any box. The form will automatically expand to handle the increase. If you need more categories (which you probably will) just click on the "Time Category" Button.

Time Category	Actions Necessary	Tips & Best Practices
12 Mos. ahead	Reserve North Conway Community Center for the first Friday , 5:00pm until done, and Saturday 8:00am until noon., of June	This is done with Ryan, email phone
April	Member April meeting mention the plant sale and that members should be thinking about and what plants to share from their gardens. Announce that we need pots. Put out two sign up sheets; nursery donations and plant sale workers. Inform the membership that we need general membership to help set up on Friday evening and "work the floor" Saturday morning. Make sure the posters are ready and Publicity has submitted the event to the various media.	
May	Member May meeting flyer hand out for distribution utilizing distribution list. Day after May member meeting, send out all member email reminder and instructions. Make arrangements for drivetime at WMWV and RSN (morning of sale)	
2 weeks ahead	If not already hanging, call North Conway Community Center (Ryan) and request big banner be hung. Get end of roll newsprint from Conway Daily Sun and packing tape (this covers and protects the tables). Encourage members to mark their plants with identification markers and if possible have a picture Start pricing plants that are available. Arrange for a pickup date from retailers. Arrange for pick up of beer flats.	



# Mountain Garden Club Time line Template

Event/Publication

Spring Plant Sale

Click to Add a  
Time Category

Time Category	Actions Necessary	Tips & Best Practices
day before	Arrive at NCCC as early as possible to set up LONG tables (have a rough floor plan design that may change depending on what we get) and cover with newsprint. Plants, and other related items can be dropped off at the North Conway Community Center starting at 5:30 pm on Friday.  Price plants and move them to the appropriate tables.	
Day of	Volunteers arrive 8:00 am doors open to public at 9:30 am; sale is usually over by noon. There will be hospitality for the MGC volunteers. Stay to clean-up after sale. Usually out by 12:30 pm.	
12 Mos. ahead		

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