

2022 Plant Sale Plan

MG Plant Sale May 10 Tuesday 10-May 15 Sunday

Set Up & Tear Down

Chair—Jerry Winchell Alternate-- Art Fuller

Jerry will *not* be present Sunset Friday- Sunset Saturday night.

Art will cover this time.

○ Materials

- 1. Blower
- 2. Trash cans
- 3. Trash bags
- 4. Broom and Dust Pan
- 5. Sanitation
 - Hand Cleaner
 - Paper Towels
 - Windex
- 6. Chairs (15 from Cougar Cottage)
- 7. Boxes from Cougar Cottage
- 8. Wagons (4+ or shopping carts)
- 9. Paper, felt pens, clip boards (office?), calculators
- 10. Tool box
 - Wire, string, rope, fasteners, drill, zip ties, staples....tape, hammer, nails
- 11. Ladder
- 12. Cell Phone list & copies
- 13. Plant Sale Plan copies
- 14. Cash boxes + Greenhouse donation box, zip ties/chain lock
- 15. Carrot man Fix? And place in Cougar Cottage—OK if works
- 16. Power cord & multi plug
- 17. Watering cans (4?)
- 18. Outside holding table for purchased plants Check on using picnic tables
- 19. Signage—banners—direction
- 20. Extra plant labels & pencils, pricing dots
- 21. 100W LED+
- 22. Floor alphabet boards (50)—Need front page replaced
- 23. Tables (50)

- 24. Trucks & drivers (3)
- 25. Canopies (2) for:
 - A. Raffle
 - B. Plant Inspectors
- 26. Liability forms (about 10) (Send out to be filled out in advance)
- 27. Pruners/scissors
- 28. Loud speaker system--Jane
- 29. Copies of plant list
- 30. Plant stakes and ties at Greenhouse --Jerry
- 31. Extra aprons—done Jane
- 32. M.G. I.D. Tags
- 33. Building keys!
- 34. Tickets for raffle

Plant Sale Set-up by Day

A. BEFORE May 10

Confirm:

- Table access and location
- Toilet facilities
- Trash cans (4)
- Stakes & ties for plants—Jerry at Barn done
- Chairs (15) from Cougar Cottage—check Building 14
- Greenhouse plant delivery Thursday at 9 AM
- Organize delivery trucks & crews (3)
- Organize times for crews
- Inspection people
- Building access
- Publish—everybody takes photos—
- Fix Carrot Man (Jerry)
-

B. TUESDAY May 10 PEOPLE (4) APPOINTED

10 AM : Get KEYS

Table run begins:

- @ 77 Solomon Rd., Kelso (Seventh-day Adventist church)
- Then Cougar Cottage, office, training center
- Deliver to Building #13 (need keys)
- Bring tools & blower & lights/ladder...
- Mark tables—identify (tape & pens)

C. Wednesday May 11 PEOPLE (10)

9:00 AM Ready building 13 for Plant Delivery

- Set up tables & chairs, signs
- Inspection area (South side of Rear Doors outside) Canopy & tables
- Holding areas (20) Front left behind Check Out
- Prep to receive & place all plants & place alphabetically
- Holding areas N of Front for paid plants if no carts
- Bring boxes from Cougar Cottage & place near Check Out (Front L corner)
- Assemble boxes

9:00-12:00 PM

1
2
3
4
5

12:00-3:00

1
2
3
4
5

D. THURSDAY May 12 PEOPLE (35)

9:00 AM-12:00 PM

- **Begin Greenhouse plant transfer to Building 13**

○ Greenhouse crew (4) to load into trucks	1
(At the Greenhouse)	2
	3
	<u>4</u>
○ Trucks/Trailers (3) (Transport	1
Meet at Greenhouse)	2
	<u>3</u>
○ Building 13 plant transfer crew (4)	1
(Meet at Building 13)	2
	3
	<u>4</u>

9:00 AM-12:00 PM

○ General Set-up Team	
○ Meet at Building 13	1
Locate and place signage	2
	3
	4
	5
	6
	7
	<u>8</u>

10-12 PM

Home Grow Plant Delivery to Inspection Tables

○ Inspection Team (6)	
○ Inspect Plants	
○ Price and Stake as Needed	1 Kathy Schlaefli
	2 Alice Slusher
	3 Billie Bevers
	4 Sara Clark
	5 Jen Swansen
	6 Michelle Thomas
	<u>7 Roxanne Nakamura</u>

12:00 PM-3:00 PM

- **General Set-up Team**
 - 1
 - 2
 - 3
 - 4
 - 5
 - 6
 - 7
 - 8
 - 9
 - 10

E. FRIDAY May 13 PEOPLE (26)

BEGIN 9:00 AM-12:00 PM

Same as Thursday except Plants from Greenhouse already will be in place

- Spiff building for sale—
- Ready signs and Carrot man for early Placement Saturday

Building Organizational Team People (10)

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10

Home Grow Plant Delivery to Inspection Tables -- People (4)

10:00 AM- 2:00 PM

- 1

2
3
4

Home Plant Inspection Team People (6)

10:00 AM-2:00 PM

Price any odd sizes

Stake as needed

- 1 Kathy Schlaefli
- 2 Alice Slusher
- 3 Jen Swansen
- 4 Michelle Thomas
- 5 Ann Wolfe
- 6 Sara Clark
- 7 Billie Bevers

Sara Clark

Plants are in now

Spiff up building

Ready props—carrot man for placement

12:00-3:00 **FINISH BUILDING 13 for SALE OPENING**

1
2
3
4
5
6

F. SATURDAY May 14 SALE DAY (Wahoo!)**PEOPLE (15)****Our people come at 7 AM**

7:00 AM-12:00PM

1

2

Clean & Order and Spiff

3

Interact with customers ACTIVELY

4

Help direct & locate –Go With Them

5

Cary Plants – Make it Easy to buy

6

Talk up MGs

7

Ask what they would like next year

8

DISPLAY SALE PERMIT (ALICE)

9

10

11

12

13

14

15**Sale Opens to The Public 8:00 AM SELL LOTS!!!!**12:00 PM-5:00 PM **People (15)**

1

2

3

4

5

6

7

8

9

10

11

12

13

14

15

2:00 PM Clearance Sale begins
(Jane Announces on Loudspeaker)

Clear tables

3:00 PM Public Sale Ends! Teardown and Cleanup begins

Return tables to Cougar Cottage, Extension Office and Training Center	(2 Trucks)
	(4 People)
2 TRUCKS	1
	2
4 People	1
	2
	3

NOTE:

Tables from Seventh-day Adventist church and school will return on Sunday or Monday

Remove all Plants from Building 13 at 3:00 PM & dispose (JANE)

G. SUNDAY MAY 15

9:30 AM-Finished (3)

Jerry gets key from Jane

Jerry on site

Ensure building is clear and clean

Return Seventh-day Adventist tables to:

Darla @Journey Seventh-day Adventist church 77 Solomon Road Kelso

Julie @Journey Christian School 96 Garden St., Kelso

Last Pass Cleanup and review of building

1 Jerry

2

3

INFORMATION:

Plant Sale Director	Jane Yarmarkt	360-607-8825 C
Plant Sale Alternate	Jen Swanson	954-401-2838
Set-up & Tear Down	Jerry Winchell	360-431-6801 C 360-423-3994 H
Alt	Art Fuller	360-785-0298 H 360-304-0274 C
Fairgrounds Director	Kim Bowcutt	360-577-3121 Office
Event Coordinator.	Maile	360-577-3121
Journey Seventh-day Adventist Church Secretary	Darla John	(360)423-7344
Extension director	Gary Fredricks	(360) 577-3014
Journey Christian School Principal	Julie (School Principal)	(360) 423-9250
Plant disposal	Jane--head	

Wear badges & aprons for ID

Liability forms must be signed by all non-Master Gardener help—see Jane for forms

Plant Sale Service Ideas

General Set up jobs:

1. Carrot Man
2. Plant Organization
 - Groupings (i.e., slicer tomatoes, cherry tomatoes...)
 - Alphabetizing within groupings
3. Place banners
4. Place plywood floor signs to adjust alphabetization
5. If rain—umbrella people & help transport to cars
6. Shopping cart collector
7. Tidying up plants (spiff) general clean up
8. Information for people—Directions, help locating, facilitating, handouts
9. Some good people to “man” display tables and watch for opportunities to interact with incoming customers & help them get to what they want (People people) (Helen Redmond & Doug Moffat type people)
10. List what people want but don’t find at the sale
 - Ask purchasers or prospective buyers, “Did you find what you want?”
 - “Are there other plants you wish you could have found here?”
11. Photos—take them—download them
12. Runners—go get a Cherokee Purple... Find Jane!

Please add ideas to this list & return!

Thanks,

Jerry