

West
Newbury
Garden
Club

**Operations
Manual**

2015-2016

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Section 1. Purpose of Operations Manual

Purpose

The Operations Handbook will be established to document procedures for the club's activities and officers' duties and responsibilities. It is intended to assist new members and new officers understand their obligations and how to perform them.

Revision

The Executive Board and committee chairs will review the Operations Handbook annually. Any revisions that refer to policy must be consistent with the club's by-laws and approved by members at the annual meeting. Revisions that refer to procedure may be approved by the Executive Board. A member of the Executive Board or an active member appointed by the Executive Board will make the changes over the summer and will distribute the revised Operations Handbook to officers at the September meeting.

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Section 2. West Newbury Garden Club Calendar of Events

Garden Club Meetings

The following table presents a general guideline of activities that occur monthly, either at regular garden club meetings or other venues.

Month	Event
September	<ul style="list-style-type: none"> • Welcome back meeting and pot luck dinner • Collect dues for new year • Present new yearbook to all paying members • Introduce new officers • Present outgoing President with thank you gift • New member reception
October	<ul style="list-style-type: none"> • Program • Treasurer's report to club
November	<ul style="list-style-type: none"> • Program • Sign up for decorating the Museum of Old Newbury in Newburyport
December	<ul style="list-style-type: none"> • Annual wreath making for club program • Council on Aging Christmas decorations • Holiday Party at the Annex in lieu of the Executive Board meeting • Collect donations for Pettingill House • Send in application for Art in Bloom if anyone is interested
January	<ul style="list-style-type: none"> • No meeting
February	<ul style="list-style-type: none"> • Program • Sign up for Boston Flower Show
March	<ul style="list-style-type: none"> • Program • Sign-up sheets for Plant Sale
April	<ul style="list-style-type: none"> • Program • Finalize assignments for Plant Sale
May	<ul style="list-style-type: none"> • Annual meeting and pot luck dinner • Vote on new slate of officers • Vote on any changes to by-laws • Sign-up for following year's committees and hospitality • Discuss Annual Plant Sale • Plant town gardens prior to West Newbury Memorial Day celebration • Treasurer's report
June	<ul style="list-style-type: none"> • Annual plant swap • Final meeting of year

Section 3. West Newbury Garden Club Executive Board

Structure

The Executive Board shall consist of the following: President, First Vice President, Second Vice President, Recording Secretary, Corresponding Secretary, Treasurer and four Directors.

An officer shall not service more than three (3) consecutive years in the same capacity with the exception of the Secretaries and Treasurer unless an exception is made by the Executive Board. Each Director will serve a minimum of two (2) years, with the intent of electing two (2) new Directors annually.

The retiring President shall automatically become a Director.

Purpose

The Executive Board governs the affairs of the Club.

Meetings

The Executive Board meets the 2nd Thursday of each month with the exception of December, January and July. Other meetings may be called by the President if required.

Responsibilities

Key responsibilities of the Executive Board include, but are not limited to the following:

- Overseeing the finances of the Club, including review and approval of expenditures, fund raising, and setting of dues for the fiscal year
- Reviewing and sanctioning all new or ongoing committees and activities
- Determining and administering policies and positions of the Club
- Considering proposed amendments to the Bylaws for subsequent presentation to general membership
- Considering changes in the Operations Handbook
- Appointing an auditor
- Applying for Federation awards

Board Meeting Agendas and Timeline

The incoming President officiates at the August Executive Board meeting.

All board meetings include a treasurer's report, district and federation announcements and news, items to cover in the newsletter and membership update. Agendas are established by the President or 1st Vice President in the President's absence.

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The following table serves as a general monthly guideline of topics for the Executive Board to discuss.

Month	Event
August	<ul style="list-style-type: none"> • September garden club meeting and potluck • New member reception • Programs and committees • Yearbook status
September	<ul style="list-style-type: none"> • Scholarship amount • Topsfield Fair • Fund raisers
October	<ul style="list-style-type: none"> • No specific topics
November	<ul style="list-style-type: none"> • Museum of Old Newbury Christmas decorations expenditure (The museum typically donates \$50 to the club to be used for decorations.) • Wreath making supplies • Art in Bloom, if a club member is interested in participating, expenditure
December	<ul style="list-style-type: none"> • No meeting
January	<ul style="list-style-type: none"> • No meeting
February	<ul style="list-style-type: none"> • Boston Flower Show club visit • Plant Sale Chairperson(s)
March	<ul style="list-style-type: none"> • Art in Bloom club visit • Nominating Committee Chair • Changes to by-laws
April	<ul style="list-style-type: none"> • Finalize changes to the by-laws • Plant Sale
May	<ul style="list-style-type: none"> • Plant sale • Summer Field Trips
June	<ul style="list-style-type: none"> • Introduction of new Board members

Section 4. Officer Roles and Responsibilities

President

Generic responsibilities:

- Presides at all Executive Board meetings and West Newbury Garden Club meetings
- Represents the club at District Meetings, or if unable to attend, arranges for an alternate
- Responds to District requests as needed
- Communicates to club members all Federation events, District events, or other garden club events
- Represents the Club at community events as required
- Assists other Board members and Officers if requested
- Ensures timely appointment of Plant Sale Chair
- Reviews by-laws with the Board to determine if changes should be proposed
- Applies to use Town Hall and Annex with the Selectman. (Annually – June for following year)
- Obtains key to Town Hall for Executive Board meetings
- Signs form PC of MA along with the Treasurer

1st Vice-President

- Assists the President. In the absence of the President, performs all the duties of the office.
- Serves as the Program Chairperson which entails the following duties:
 - a. Determines with the Board what the goals and budget parameters for the following year's program will be
 - b. Forms a committee to assist in the following:
 - i. Make contact with other clubs to find program reviews
 - ii. Attend GCFM Presenters Showcase in April
 - iii. Call potential presenters to determine availability and costs
 - iv. Meet together to pick best options
 - c. Presents the results to the Board for approval
 - d. Finalizes and sends contracts to the chosen presenters, making copies of the returns for the treasurer
 - e. Sends all program information to the yearbook coordinator
 - f. Checks with 1910 Town Clerk's Office regarding set-up and equipment in the Annex
 - g. Contacts presenter prior to meeting to give directions and any last minute information.
 - h. Introduces the presenter at the meeting and gives payment check
- Arranges Club field trips and off-site excursions

2nd Vice-President

- Serves as Chairperson of the Hospitality Committee
 - a. Establishes and maintains the Hospitality Committees for the year.
 - i. Provides support and technical assistance to the committees as needed
 - ii. Replenishes basic supplies for club meetings and events

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- iii. Provides the set up plans for the dinner meetings
- iv. Helps coordinate with the Town the use of the Annex prior to the dinner meetings
- Provides sign- up sheets at the May/June meetings for all committees for the upcoming year (4 to 5 members each month)
 - a. Fill in Committees and identify chairs as needed during the summer
 - b. Finalize all Hospitality Committees and forward spreadsheet to the Yearbook Chair (August)

Treasurer

- Maintains fiduciary responsibility for the Club. In this capacity, he/she is responsible for the following:
 - Depositing club dues and any other monies received from dues and fundraising
 - Paying expenses and reimbursements for the Club's authorized expenditures, such as speaker contracts, invoices, or other reimbursable expenses. Appropriate document must be retained to support all payments.
 - Paying the scholarship directly to the individual recipients based on an authorizing letter from the Scholarship Committee
 - Maintaining accurate records of all financial transactions. Records must be kept up –to-date and bank statements balanced each month.
 - Providing an oral report of the Club's finances to members at the October and June meetings.
 - Balancing the monthly income and expenditures and providing a report to the Executive Board monthly to be included in the Recording Secretary's minutes of the Board meeting.
 - Reporting to the West Newbury Garden Club at monthly meetings in May, June and October.
 - Ensuring petty cash is balanced monthly and that funds are available in the checking account to meet the club's obligations
- Files necessary forms with the Garden Club Federation of MA (GCFM)
 - a. GCFM insurance is billed during March 15 to April 15 of each year for the period 6/15/xxxx through 6/14/xxxx. A charge is made for all active members.
 - b. GCFM dues are due before May of each year for the Federation's fiscal year (July-June). Dues are paid for total paid membership as of January 1 of each year. Currently dues are \$5.00 for each paying member, and \$.50 for each non-paying member.

Recording Secretary

- Records minutes at each Board of Directors meeting.
- Records minutes of the May West Newbury Garden Club annual meeting.
- Sends a copy of the minutes to each board member by email (or post).
- Keeps a copy of the minutes from each meeting in a folder. The folder should include meeting minutes from September through August.
- After the August meeting, stores the folder in the Garden Club vault in the town hall.

Corresponding Secretary

- Sends thank you notes, notices, and any other correspondence deemed necessary
- Assumes the duties of the Recording secretary in his/her absence

Section 5. Membership

The membership chairperson or member of the committee is responsible for the following:

- Maintaining current information on all members of the club on a spreadsheet
- Establishing a method of communication-email or phone- for each member.
- Notifying President, 1st Vice, Newsletter and Yearbook Chairs of all changes.
- Providing name badges and sign in sheets for meetings.
- Greeting members as they enter.
- Bringing membership forms to meeting
- Processing new membership forms once dues are paid. Dues are delivered to the treasure.
- Providing a yearbook and WNGC card to the new member.
- Introducing new members to the Club President who will then make introductions to the club members
- In November notifying the Board of any outstanding dues.
- Performing outreach duties
- Delivering brochures to local sites
- Mailing/Emailing membership forms and brochures to anyone who has expressed interest in membership

Section 6. Sunshine Committee

The following represent guidelines for the Sunshine Committee.

- In the event of accident or illness to a club member, the club will send a card and either flowers, plant, fruit basket or other appropriate gift. The cost of such an acknowledgement should not exceed \$50.
- In the event of death of a club member, the club will either send a donation (if requested) or flowers, fruit basket, etc. The cost of such an acknowledgement should not exceed \$100. The club may also purchase a book on gardening for the GAR Memorial Library in memory of the deceased.
- In the event of a death of a direct family member of a club member, the club will either send a donation (if requested) or an appropriate gift, such as flowers, fruit, etc. The cost of such a donation or gift should not exceed \$75. A direct family member is defined as spouse, son, daughter, stepson, stepdaughter, daughter-in-law, son-in-law, or parent.
- In the event of a club member giving birth, the club will acknowledge the event with a card and an appropriate gift. The cost should not exceed \$50.00
- If it is deemed that any of the above donations or gifts should exceed the amount stipulated above, the amount should be brought to the Executive Board for approval. If this approval is not feasible, the President and/or Treasurer is authorized to approve the requested amount up to 50% above the limits stipulated above.

Section 7. Town Gardens

The West Newbury Garden Club is responsible for planting and maintaining the following public areas in West Newbury: 1910 Building, Elwell Square and Church Street Island, Ferry Lane Park, Hills House Herb Garden, Library, Town Hall, and the Training Field. A separate committee is established for each of these locations and the committee is authorized to spend up to \$150.00 per year for annual plantings and maintenance, with the exception of the Training Field which has three planting areas. Expenditures beyond that amount are to be approved by the Executive Board. Any new garden sites must be approved by the Executive Board.

Committee Responsibilities

- Spring clean-up and pruning of minor shrubbery
- Planting geraniums or other annuals prior to the Memorial Day Parade
- Watering and weeding throughout the growing season
- Planting mums or other fall plants
- Mulching if desired
- Putting up and taking down holiday decorations

Section 8. Holiday Wreaths and Holiday Decorations

The WNCG is responsible for holiday wreaths and/or swags at the town’s public locations. Wreaths are made at the December club meeting with greens brought in by club members. Wreath frames are kept in the WNCG’s room in the Town Hall. Wreaths or swags are made for the following locations:

Location	Type of decoration	Number required
Town Hall	Wreath	2
1910 Building	Wreath	4
Police Safety Complex	Wreath	2
Hills House	Wreath	1
Library	Wreath	2 – 1 large
Training Field	Wreath	2
Ferry Lane Park	Swag	2

In addition to decorating these locations, the WNCG also participates in the annual Christmas decorating of Anna Jacques Hospital and the Museum of Old Newbury (Cushing House) in Newburyport.

Section 9. Publicity

This committee is usually made up of two members who are responsible for publicity related to WNGC events such as special speakers, the Plant Sale, etc. The committee is in charge of posters, announcements, press releases, radio announcements, etc. Posters are often placed at the West Newbury Food Mart, the GAR Memorial Library, and other locations around West Newbury, Newburyport, Georgetown, Groveland, Haverhill, Amesbury, Merrimac, etc.

Section 10. Telephone

Although the majority of communication occurs through e-mail, members who do not regularly read or do not have e-mail are telephoned when needed. The telephone chairperson maintains a list of members and their phone numbers, and will call them for specific last-minute notifications, such as club meeting cancellations, etc.

Section 11. Scholarship

The West Newbury Garden Club seeks and awards deserving students college scholarships each year. The amount, usually \$2,000 to \$3,000 is determined annually by the Executive Board. Students residing in the Pentucket School District (West Newbury, Merrimac, and Groveland) and pursuing a major in an Environmental Science at college in the next school year are eligible. The scholarship is open to high school seniors as well as existing college students.

The Scholarship Committee is responsible for choosing the scholarship recipients. Other responsibilities include:

- Advertising the availability of the scholarship in through local schools (Pentucket, Whittier) and communities, newspapers and fliers at public areas;
- Meeting to select awardees from among the applicants; and
- Communicating the awards with local schools and awardees and representing the Club at the award ceremonies.

Applications are evaluated on the following criteria:

- Demonstrate good academic standing through grades, SAT scores, or other academic criteria
- Demonstrate community service for others and environmental conservation through extracurricular activities or volunteering

Students are asked to send applications to the Club PO Box by mid- April. Applications should include:

- A common application form
- An essay from the candidate describing his/her motivation for pursuing a career in the environment
- Three letters of recommendation
- A school transcript

The scholarships are advertised in February/March, and applications are due in early April. The committee meets in early May to review and select 1-2 awardees. This selection is communicated to the Club Officers, the schools, and the applicants. Pentucket Regional High School requests scholarship information in mid-May in order to publish information in their award book, and requests a Club representative attend the award ceremony to give out the scholarship the first week in June. The committee also provides a brief write-up of the scholarship awardees, with their photos for the archives.

Section 12. Newsletter

The newsletter is published monthly except for January, July and August. It should be delivered by mail or e-mail approximately one week before a meeting. Archives are also kept on the wngc.org website.

The newsletter should keep members informed of pertinent club information, surrounding events of interest and include articles of gardening interest. Content for the newsletter is provided by members of the Newsletter Committee and provided to Alison Scher, the WNGC webmaster and Yearbook Editor, by the 19th of each month. Alison formats the newsletter using Adobe InDesign. Alison then posts it to the website and sends the PDF to the membership coordinator for e-mail distribution and a volunteer, currently Kathy Krajeski, who sends the printed version through the US mail. Individuals distributing the newsletter are subject to change, but should be agreed upon at the August Executive Board meeting.

Special notes: The text of the newsletter shall be text not an image for accessibility standards. When new member information such as name and contact information is included in the newsletter it should be removed before posting a version to the website.

Section 13. Yearbook

The yearbook is to be produced annually in time for distribution at the opening (September) meeting. It should meet requirements as outlined by the GCF of MA and copies shall be sent to the federation as directed. Enough copies should be ordered to cover members, 5 new members and four extra for the Federation. Usually, extra copies can be made if needed during the year.

Currently the book is a Publisher file. The cover picture is purchased from a vendor such as [iStock.com](https://www.istock.com) unless a club member has a suitable picture to donate. The cost for this is less than \$20.

Printing of the book varies from year to year as the printing industry changes. Currently, an electronic file is sent to a local printer for printing, collating and binding. Usually a couple of estimates are obtained and the book in 2015 was \$4.10 per book at 70 copies.

Specifications:

- 1/1 50 PAGE PLUS COVER WITH CLEAR ACETATE PROTECTOR SHEETS FRONT & BACK 5.5 X 293.97
- 8.5 BOOKLET (54 pages)
- Digital Color 4/0 FRONT & BACK 5.5 X 8.5 COVERS, 5.5 x 8.5 White 100# GARDA DIGITAL
- COVER Gloss, 2 sheets, copied on 1 side
- Digital B&W 1/1 44 PAGE TEXT ON WHITE, 5.5 x 8.5 True White 60# ROLLAND HI-TECH
- Smooth, 22 sheets, copied on 2 sides
- Digital B&W 1/1 6 PAGE TEXT ON PINK, 5.5 x 8.5 Pink 24# HammerMill Fore MP Colors
- Wove, 3 sheets, copied on 1 side

The yearbook should be set-up by a club member, for free, as possible. The only costs should be for printing and assembly.

The electronic file should be finalized, to be sent to the printer, two weeks before the opening meeting.

The book is usually worked on in earnest the first two weeks in August. All membership lists, committee lists, hospitality lists and program descriptions should be given to the person doing the actual set-up in early August. The lists can be in hand written form, but it is appreciated if the program information can be sent via e-mail. The current electronic file is maintained by Alison Scher.

Section 14. Web Site

The West Newbury Garden Club's website is wngc.org. The site is maintained by Alison Scher and she maintains all passwords and files needed.

Section 15. Plant Sale

The WNGC Plant Sale is the club's main fundraiser. It is usually held the 3rd Saturday in May, with exceptions made if that date coincides with Memorial Day week-end. The sale is held outside on the Training Field or in case of inclement weather, inside at the Town Hall. If inside, the floors are covered with tarps.

Plant Sale Chair(s)

The Plant Sale Chair is responsible for the overall planning, organization, and decision making with respect to all aspects of the plant sale, including but not limited to the following:

- Applying for use of the Training Field and Town Hall for the day before and day of the Plant Sale
- Ensuring all committees are properly staffed and working with committee chairs as requested
- Arranging for police the day of the sale. Police are on-site from 8:30 AM to 11:30 AM.
- Arranging lay-out of the Training Field
- Banners
 - a. Arranging for banners to be updated with new dates. Lead time is usually one week. Banners are updated at
Seacoast Sign Works
141 Bridge Rd
Salisbury, MA
978-463-4444
 - b. Putting up and taking down banners. Banners are placed at the corner of Coffin St. and Main St., and at Ferry Lane Park. Permission to put to the banners is obtained from the Selectman for Ferry Lane Park and xxxxx for the property at Coffin St. Banners are put up 2-3 weeks in advance of the plant sale.
- Arranging for volunteers
 - a. Contact Anya Bent, Community Service Advisor at Pentucket Regional High School for volunteers (bent@prsd.org). High school students are used to help set up, break down, and load plants for customers.
 - b. Purchase thank-you gifts for volunteers, such as \$10 gift certificates to Dunkin' donuts, etc.
- Working with committee chairs, determine if the sale should be held indoors if inclement weather
- Ensuring full support of club members by reviewing procedures at club meetings
- Determining if, and at what time (usually 10:30 or 11:00) plants go on sale for ½ off, or alternatively, if lots of plants are left, a 2 for the price of 1 sale occurs.
- Placing NO PARKING signs at the Library so garden club patrons do not park in their spaces, if prior to Memorial Day
- Ensure Publicity Chairperson is informed to date and time of Plant Sale. Assist in publicity if required.

Other Plant Sale Committees

Digging Committee (6 to 8 members)

Digging is generally started 3 weeks prior to the sale depending upon weather and ground conditions. Plants are labeled with name, height, color, and requirements, i.e. sun or shade. Plants do not need to be potted on-site, but are dropped off at the potting location. Plants are transported in large containers, large pots, or boxes.

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Work is usually completed during the week-ends and evenings, or if convenient for home owner or diggers, during the day.

- Chairperson responsibilities
 - a. Contacts garden owners to arrange time to dig.
 - b. Assigns members to dig gardens based on their availability
- Committee members
 - a. Dig local gardens
 - b. Digging is generally done in pairs or groups of members
 - c. Provide digging tools and boxes, bags, etc. to transport plants

Potting Committee (6 to 8 members)

Plants are potted at a central location, usually the home of the Potting Committee chair. Soil and pots are provided. Potting is usually started 3 weeks prior to the sale and completed when all plants are potted.

- Chairperson responsibilities
 - a. Ensures potting soil and pots are available
 - b. Provides seating for those who perform to sit vs. stand
 - c. Waters potted plants until transported to the appropriate holding location
- Member responsibilities
 - a. Bring gloves and potting tools
 - b. Be available to pot after gardens are dug

Sun Committee (5 or more members)

- Chairperson responsibilities
 - a. Ensure a holding location is identified
 - b. Arrange for transportation of plants from potting location to holding location
 - c. Arrange for transportation to Training Field the day of the sale by 7:30 AM
 - d. Arrange for plants to be watered, priced, and pots to be cleaned
 - e. At the sale, ensure plants are presented for easy viewing
 - f. Establish a holding area for plants that have been selected, but not paid for
- Member responsibilities
 - a. Assist with watering, pricing, and cleaning pots. This is usually done the Thursday or Friday before the sale.
 - b. Assist with transporting plants
 - c. Assist with sale of plants

Shade Committee (5 or more members)

- Chairperson responsibilities
 - a. Ensure a holding location is identified
 - b. Arrange for transportation of plants from potting location to holding location
 - c. Arrange for transportation to Training Field the day of the sale by 7:30 AM
 - d. Arrange for plants to be watered, priced, and pots to be cleaned
 - e. At the sale, ensure plants are presented for easy viewing
 - f. Establish a holding area for plants that have been selected but not paid for

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- Member responsibilities
 - a. Assist with watering, pricing, and cleaning pots. This is usually done the Thursday or Friday before the sale.
 - b. Assist with transporting plants
 - c. Assist with sale of plants

Donation Committee

Donated plants refer to those plants “donated” to the garden club from local nurseries and garden centers. These plants are usually priced at or a little below normal nursery selling price, and can be annuals, perennials, hanging baskets, shrubs, etc. Donated plants are typically picked up from the donating nursery a few days before the sale.

Cottage Gardens: Cottage Gardens in Haverhill will sell to the Garden Club plants at cost. These plants are then priced at normal retail value when sold. These plants are not to be marked down or given away at the end of the plant sale, but put aside to be returned, if they do not sell.

- Chairperson responsibilities
 - a. Ensures a holding location is identified
 - b. Assigns club members who are willing to request a donation to the appropriate nursery or garden center.
 - c. Arranges for transportation to Training Field the day of the sale by 7:30 AM
 - d. Arranges for plants to be watered, priced, and pots to be cleaned
 - e. At the sale, ensures plants are presented for easy viewing
- Member responsibilities
 - a. Assist with watering, pricing, and cleaning pots. This is usually done the Thursday or Friday before the sale.
 - b. Assist with transporting plants
 - c. Assist with sale of plants

Note: A club member does not have to be officially on the Donation Committee to volunteer to pick up a donated plant. Members of this committee work at the donated table the day of the sale.

Knapps

Knapps, West Newbury’s local nursery, provides plants at cost to the Garden Club for our sale. Knapps maintains a list of plants and cost to the chair of this committee and transports the plants to the sale at 6:00AM. These plants are sold at a separate table at the plant sale. At the end of the Plant Sale, those plants that have not sold are offered to club members at cost. They do not go to half price or 2 for 1.

- Chairperson responsibilities
 - a. Pick up plant list and prices ahead of time
 - b. Check that plants provided match the number and type of those on the list
- Member responsibilities
 - a. Write up plant tags including prices prior to the sale
 - b. Meet Knapps at 6:00 AM to unload plants
 - c. Transport unsold plant back to Knapps at the end of the sale

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Bake Table (3 to 4 members)

All members are requested to bake something to sell at the Bake Table. Items should be clearly labeled with any potential allergic ingredients, such as peanuts, gluten, etc.

Members assisting at this table are responsible for pricing, arranging and selling baked goods.

Set-up Committee

- Chairperson responsibilities
 - a. Obtain the key to the Town Hall the day before the sale
 - b. Arrange for members to meet Friday evening before the sale
 - c. Ensure aprons, tablecloths, tape, scissors, etc are available for Sat. morning
 - d. Place perimeter tape as soon as all plants are on site until beginning of sale
- Member responsibilities on Friday night
 - a. Put up signs (sun, shade, donated, etc). Bring hammer, small ladder, post hole digger
 - b. Bring tables from Town Hall. Tables can be stacked behind the monument and covered for the night.
 - c. Set up tent – 2 men are helpful
 - d. Place perimeter markers at corners and at least one on each side
- Member responsibilities on Sat AM
 - a. Meet at Training Field between 6:00 and 6:30 AM
 - b. Arrange tables per site plan provided by Plant Sale Chair
 - c. Cover with tablecloths
 - d. Place 2 trash containers with bags around the side

Clean-Up Committee

Although it is expected that all members will help clean up their specific areas, the clean-up committee is responsible for transporting all items back to Town Hall at the end of the sale, including the following:

- Tables
- Plant banners
- Tent-poles in the box
- Aprons-may need to be cleaned
- Trash Barrels

Trash bags should be put on the side of Town Hall for Monday pick-up. The Town Hall should be locked and key returned to the Town Offices.