

HOLIDAY PLANT SALE – PROCEDURES AND RECOMMENDATIONS

August:

- Meet with committee to go over procedures. Assign responsibilities for duties.
- Start preparing information for order form to submit for October Newsletter. Submission deadline is September 15th.

September:

- Contact Nursery for prices at end of August – Northtown Nursery, Barb (683-6996). Arrange to meet with Barb to review prices and availability. She is very easy to work with. Betty Schaertel (645-3591) will assist if you wish.
- Reserve delivery date for 9:00 AM drop-off. It will be the same date and venue as the Holiday Luncheon.
- Prepare order form. Add 20% to the cost of selling price of each item. Order forms should be ready for the Fall Luncheon and placed on tables.
- Send order form and any article about the sale to the Newsletter Chair by September 15th to appear in the October newsletter.
- Have sale announced at the Fall Luncheon. Remind members to keep order from October newsletter, as the November newsletter may arrive past the order deadline date.
- At Fall Luncheon, have a sign-up sheet for those willing to help on the day of the Holiday Luncheon/Plant Distribution. (ie. coming early to help unload the truck, separating orders out, etc.)

October:

- Resubmit order form and any write-up for November newsletter even though it might not be received prior to order deadline date.
- Keep track and log all incoming orders. Check the totals for accuracy. Notify customers of any errors/money owed.
- Check with Holiday Luncheon chair to arrange a room for the order distribution site.
- Betty Schaertel will contact the President's Office (645-2901) for mailing labels for campus offices. She will prepare and send campus mailings no later than the 1st week of October.

November (Early):

- Contact Northtown Nursery to place order right after the order deadline date. Remind them of the delivery date/time/venue.
- Devise a system for filling orders. Some people like to make a copy of the original order. Some people list individual orders onto 3x5" index cards. The copies or cards will be used by those who will be separating the orders the morning of distribution. In any event, bring the original order forms that day to double-check.

November (Late):

- You may need to contact Barb with last minute changes or requests.
- Confirm with the Holiday Luncheon chair that the room for order distribution will be ready for the 9:00 AM delivery.
- Send an e-mail reminder to the volunteers who offered to help with distribution.

Day Of:

- Helpers should arrive by 8:45 in anticipation of the 9:00 delivery to help unload the truck and to fill the orders. The truck is usually on time.
- Make sure your helpers know the system you've devised for easiest separation of orders and to arrange the orders alphabetically around the room.

DEADLINES:

- For order form submission into both October and November Newsletters.
- Your deadline to receive orders (usually 1 or 2 days before nursery's deadline).
- The Nursery deadline for submission of orders.

Suggestions:

- Make 3 x 5 index cards for each order stating the following:
 1. Name of customer – alpha by last name
 2. Color and amount for each size plant
 3. Size and plain/decorated for each wreath
 4. Mark if AMOUNT IS OWED at bottom of card
- Bring original orders in case there is a question or problem, you hold onto them. Also, you may need to call someone if they do not show up to get their order.
- Allow only your volunteers to locate and distribute orders – not the customers.

Supplies needed at Distribution:

- Prepared 3 x 5 cards attached to original order forms
- Signs for wreaths
- Scotch tape to attach index cards to orders
- Large envelope to collect any outstanding monies owed
- List of any people who owe money for their orders
- Pens, pencils, scissors, highlighter, post-it-notes
- Phone number for Nursery
- Extra box trays from soda pop if possible

As you chair this event, please add any recommendations or procedures.