



More than you wanted to know about planning the

VMIGC annual
PLANT SALE

Table of Contents

Introduction.....	2
Outline/Timeline.....	5
Summaries.....	9
Coordinators.....	14
Potts & Digging.....	16
Publicity.....	17
Kay White Watering.....	20
Supplies.....	22
Schedule, Checklist & Roster.....	26
Glove and Clip Summary.....	31
Additional handouts& sign-ups.....	32
Plant donation Form.....	33
Volunteer sign-up (Tally,cashier).....	34
Flier.....	35
Volunteer sigh-up (truck, set-up, etc.).....	36
Expense Form.....	40
Plant Label.....	41

An introduction:

Garden Club Plant Sale 2011 Summary

- I. Events are funny, get together make a plan to raise some money. Plant seeds in winter haul plants up from a generous member's basement...
 - A. **Fun** enough & did some **good**..... with a little **luck**
 - B. Club does it again
 - C. Great honor if Grows to become a **legacy event** - Plant Sale

- II. (mention lifetime members) Plant Sale is now a legacy event to be proud of...All things considered...the 2011 sale required
 - A. about 3200 sq feet -
 - B. 31 tables
 - C. 20 full sheets of plywood
 - D. 25 or so sets of sawhorses
 - E. 45 yards of butcher paper
 - F. 42 signs for tables and walls
 - G. 37 table sign holders
 - H. 230 donation forms
 - I. 144 pairs of gloves and 100 glove clips
 - J. Float several hundred emails
 - K. a canopy
 - L. a huge banner
 - M. 57 truckloads of stuff
 - N. 1500 each yellow, red, blue, green, and pink plastic sticks =7500 price stakes
 - O. 2,000 venetian blind labels
 - P. 500 sticky price labels
 - Q. Dozen or so carts, wagons and wheel barrels
 - R. Over 1,000 white tally sheets and 500 pink tally sheets for the boutique
 - S. 15 taller hat pins
 - T. 12 Plant expert name tags
 - U. Countless pencils, pens, scratch paper, markers, rolls of tape, scissors, extension cords...
 - V. Over 500 flat boxes for customers
 - W. 3 broom and dust pan sets
 - X. Two trash cans
 - Y. Tool kit including power drill
 - Z. A box of trash bags
 - AA. Four rolls of paper towels
 - BB. Four rolls of toilet paper
 - CC. Coffee, cream, sugar, cups, pastries for breakfast, cookies for snacking, bottled water, napkins
 - DD. a floor plan
 - EE. Advertising
 1. 5 or so sky high reader boards- get a ladder and a spotter cause you may have to DIY

2. 18 A-Boards strategically placed around town the week before and taken in at night
3. Write and have publish an article including Photos for local papers
4. 30 or 40 flyers hung in public places
5. Several hundred book marks distributed to almost every merchant in town who would not allow fliers
6. Create and distribute general membership handouts for 5 or so meetings

FF. ALL in preparation forget ready for it.... This is itsomewhere between ...3,500 and 4,000 plants, of overwhelming variety- big, small, from herbs and vegetables to fantastic perennials including shrubs and fruit trees to the unique and rare every one donated by or through the members of our club!

GG. Not counting the boutique!

III. Every one of those items had to be fed, or watered, or copied, potted, printed, laminated, covered, kept warm, counted, definitely labeled, topped off, put up, taken down, returned, checked in, checked over, looked up, priced, pressed, handed out, hung, drilled, painted, glued, cleaned, taped, worried over, talked about, tested, monitored and**moved at least twice!**

Plant SaleYOU'VE COME A LONG WAY

IV. Took a lot of people we would like to recognize a few:

- A. *Spirit* of 2011 plant sale our Chairwoman- **Laura Goth**
- B. *Mentor* of the 2011 plant sale-Last year's chairwoman- **Linda Larson**
- C. *Curly connector*, Site Coordinator - **JR Crawford**
- D. *Madam of Shabby Chic*, Coordinator of Boutique – **Pat Nesland**
- E. *Lady of Logistics*- Coordinator of Kay White watering –**Sally Fox**
- F. *Stateswoman of storage*, Coordinator of Donations, always calm- **Carol Olson**
- G. *Veggie Vixen*, Coordinator of Schools- **Marlyce Dixon**
- H. *Captain of Clean*, Make it disappear, Coordinator or Clean-up – **Kathy Bosler**
- I. *Fairy Godmother of the 2011 plant sale*, wisdom and enthusiasm impacted almost every aspect of this year's sale, Coordinator of Digging and Pots- **Jane Rosen**
- J. *Enchantress of the 2011 Plant Sale*, wand in one hand, glitter mysteriously falling from the sky, “make it so” the Coordinator of publicity and set-up- **Martha Gebhard**
- K. *Queen of Contributions*, 800 plants- **Kay White**
- L. *Princess of Unique and Wonderful perennials*, brand new and awesome impact- **Caroline Brinkley**
- M. *Duchess of Divide and Share*- **Christel Stierle**
- N. *No-Fail-Sale* - **Carol Studer**
- O. *Lady Woodchuck*- **Judy Rady**
- P. *Cat Shepherd* Kay White plant pick-up organizer-**Carol Norton**
- Q. *Energizer Bunny*- **Karen Stamper**
- R. *MS Pac-Man*, managed the endless load,- **Jet Wakeman**
- S. *Pied Piper of 2011* brought plants, brought truck and helped out every single day, AND, brought friend with truck, plants and who also helped ALSO coordinated June plant exchange- **Judy Harder**

V. It was a fun, fun year and a true honor to participate

Outline/ Timeline

PLANT SALE OUTLINE

I. Five months out November-December

- A. Review goals and assess needs for the sale *See Summaries*
- B. Recruit functional leaders or Coordinators for key areas. Suggestions are

See Coordinators

1. **Site Location** Procures site and maintains relationship with vendor.
2. **Digging and Pots** *See Pots and Digging*
Coordinates propagation workshop, digging assistance for member contributions and keeps track donated of pots including Caroline Brinkley and Christel Stierl
3. **Publicity** *See Publicity*
Coordinates all publicity, press releases, reader boards, flyers, sandwich boards & table tents
4. **Boutique**
Develops a team and coordinates collection of contributions, set-up, pricing of Boutique
5. **Schools or Propagation**
Coordinates with Vashon schools for seed propagation and growing space in green houses
6. **Kay White Watering** *See Kay White Watering*
Develops a team and coordinates the plant watering/fertilizing detail at Kay Whites 2x a month in Feb, March and April

- C. Review budget (amount set aside from Garden Club) and determine expenses and procedures for reimbursement

D. Determine and plan for merchandise needs

1. Plants-Plants propagation workshops, seed purchases, large member donations, volunteers needed
2. Boutique
3. Gloves and clips

E. Develop a timelines

1. For functional activities (above)
2. For publicity internally (among club members) and externally

II. Four months out- January

- A. Review progress in each functional area and determine needs

Note: Kay White watering usually begins in February, and seeding of club plants begins in February so it is a good idea to recruit people for these areas at January meeting.

- B. Review Budget

- C. Recruit volunteers for additional functional areas:

1. **Two Set-Up Coordinators**

See Coordinators

These coordinators will be responsible for setting up of the plant sale including supply inventory (pre sale), recruiting and coordinating all volunteers, moving/trucks, floor plan, procedures, set-up, ID, pricing, placement, senior center coffee sales

2. **Break-down Coordinator**

Forms a team to clean the site after sale. Coordinates the return of all borrowed items including tables, chairs, plywood and shelving. Arranges for trash collection and removal of left over plants.

- D. Plan internal marketing and begin to execute

1. Encourage member propagation for plant sale
2. Remind members to set aside items for Boutique
3. Committees begin to recruit for subcommittees Kay White Watering, Boutique, planting and digging, schools/club propagation projects

III. Three months out- February

- A. Review progress in each functional area

See Coordinators

- B. Identify and set action plans for needs in each area

Note: Digging and Potting should begin working directly with large contributors, find out their needs (pots, soil, extra hands).

IV Two months out- March

- A. Milestone should be met

1. **Site location** - Should be relatively secure with a back-up if necessary
2. **Digging and Pots**- Assistance for helping large contributors pot and prepare their plants for donation should be well underway including identifying and publicizing the location of pots and soil if necessary
3. **Publicity**- should have secured the space for reader boards, news paper articles, completed the design and pricing for all other external advertising. Internal marketing should support the recruitment for subcommittees with plans and timelines in place.
4. **Boutique**- internal reminders should be in place and committee should be well established
5. **Propagation/Schools**- should have planted seeds and a committee should be in place, watering, and monitoring growth
6. **Kay White Watering**- should be in the second month of watering and well established

7. **Set-up coordinators**- call to secure tables and chairs are confirmed, secure supplies especially plant markers, signs for advertising
 8. **Break-down Coordinator**-Works with set-up coordinators to make sure items are returned properly
- B. Review all procedures including but limited to: tallying for sale and boutique, door monitoring, plant drop-off, plant marking, advertising, plant pick-up assistance, set-up, break-down
- C. Identify issues for General Membership announcement

IV. One Month out – April - The countdown begins...

- A. Review progress in each functional area, identify critical needs for wrap-up
- B. Develop recruitment list for General Membership meeting (trucks, set-up, break-down, A-board placers, talliers, cashiers, pricers, glove & clip person, etc) See Volunteer Roster
- C. Confirm/reconfirm/ remind, the pick-up/drop-off or show-up times for EVERYTHING (tables, chairs, plywood, sawhorses, boxes, plants, boutique shelves, general supplies, awning, keys to site, wagons, wheel barrels, big room signs from Harriet, table signs, procedure signs, table covering, annual picture taker and all volunteers)

D. Plan

*See Supplies
See Check list, Schedule & Roster*

1. Room lay-out for site
2. Develop a schedule for set-up (day-one, day-two)
3. Plant drop-off schedule/ procedure
4. Clean-up

V. First Saturday in May....Have fun!

Summaries

2011 Plant Sale Outline

Merchandise

- Member donations
 - Propagation Workshops and projects
 - Digging/potting
 - Member Plant donations

- Kay White Watering
- Schools
- Supplies - dirt, pots
- Boutique

Publicity

- Signs
 - Road
 - Banner
- Fliers and table tents
- Print media

Set-up

- Supply Inventory –(Pre and Post Event)
 - Nits & Nats-Master Supply List
 - Tables (sawhorses, plywood, tables, chairs, shelves)
 - Signage and placement
 - Boxes, wagons
 - Canopy
- Moving (coordinate trucks for equipment and inventory pre and post sale)
- Floor Plan
- Procedures (check-out, holding area, etc.)
- ID, Pricing & Placement (Expert Gardener)
- Senior Center

Execution

- Floor Support
 - Greeter
 - Gopher/Floaters
 - Roving plant experts
 - Refreshments
 - Photography

- Check-out
 - Tallier
 - Cashiers
 - Door checker (s)
 - Holding area attendants

- Post event
 - Clean-up /Trash/ Left over plants
 - Supply Inventory – post event
 - Thank you notes
 - Submit final expense report and event summary to Board

NOTES ON 2011 PLANT SALE

from Jane Rosen

Plant sale committee consisted of Laura Goth, Martha Gebard, Lynn Buscaglia and Jane Rosen

CASHIERS

Cashiers were Christel, Karen Baer, Linda Campbel and Joann Nielsen. The cashiers provided their own calculators and power was provided to the area.

Treasurer, Joy Grant, provided \$400.00 cash for change on Saturday and \$50.00 for the Friday afternoon members sale. Linda Campbell cashiered the Friday purchases and she also provided cash (not necessary). Members were allowed to purchase 2 plants and one or Kay White's plants or a boutique item. Cash and checks were given to the treasurer at the end of the sale for deposit.

TABLES & CHAIRS

Tables from the Sportsman's Club were not available. Steve Andrus is our contact person.

10 tables were borrowed from the Eagle's Club and Kathy Hosteteler was the contact person.

10 tables, plus 3 half tables were borrowed from the Senior Center and the contact person is Willow. This included the tables used by the Senior Coffee Stand. The Senior Center is closed on both Thursday and Saturday and it was necessary to arrange for someone to open the building.

Butcher paper was used to protect the tables, purchased by the committee.

20 pieces of plywood are stored at Judy Rady's barn. Judy's husband has a truck and delivered them.

Sawhorses and wagons were provided by members. Jane Rosen picked up sawhorses at member's homes in the Dockton/Burton area on Wednesday so that they would be at the site by noon on Thursday. Folding sawhorses are much easier to manage and some of the wooden sawhorses were not stable enough to use. Folding sawhorses are available from Carol Olson, Molly Barclay, Martha Gebhard, Lynn Buscaglia, Jaralene Spring and Jane.

CHAIRS: Jaralene Spring has a good supply of folding chairs. We used 6 chairs for the Tally persons and 2 extras. Judy Burwell has 4 nice, wooden chairs that we used for the cashiers. Might be easier to just use Jaralene's.

JR Crawford has 3 baker's racks in storage, which we used for the boutique.

SOIL & DIGGING

Emphasis this year was appropriately on providing help to those GC members who were propagating or digging large quantities of plants. A group gathered at **Christel's** in March to help pot up her numerous plant donations. Due to the inclimate weather, many of **Caroline Brinkley's** plants did not reach a size to be repotted into one gallon pots so we did not provide transplanting help for her this year. Colored photo and plant description signs were made for many of her plants. Sally Fox was in charge of setting up volunteers to water at **Kay White's**.

Volunteers were scheduled, reminded, met weekly at Kay's and then reported back to Sally. Procedures were emailed out to the members in the beginning. Three **trucks** and loading volunteers were provided for Caroline Brinkley's transporting plants on Friday morning. Trucks were provided for the high school greenhouse plants and Carol Norton organized 7 trucks and helpers for Kay White. Members volunteering with the watering were allowed to, **at Kay's**, purchase two **plants** at the time of watering at greenhouses. Kay kept a list. We need a system for collecting the money for those purchases.

Pots were found alongside the road on Monument Road, Beall Road, Linda Larsen's barn and at Freecycle. Pots provided:

200 one gallon to Christel

500 4" and 500 one gallon to Caroline Brinkley, plus black plastic trays

150 one gallon to Jane Rosen

100 one gallon to Lynn Buscaglia

150 one gallon to Kay White, plus trays (Kay provides most of her own materials)

4" pots to the High School greenhouse

POTS were offered to members and brought to the April meeting. More pots were brought to the meeting than taken. Small bags of soil were taken to the April - offered to members, although not taken. Two large bags of potting soil were purchased from Costco in Seattle and given to Christel and Caroline, although they provided the majority of their own soil. Jane used the small bags of soil – greatly appreciated. Plastic trays were picked up at Thriftway during the month of April.

BOXES were, in general, brought to the site by members on Friday. Laura Goth obtained boxes from Minglement. We ended up with more boxes than needed and saved them for the June members' sale.

ID STAKES (VENETIAN BLINDS) Kathy Hostetler procured and cut the blinds for the stakes. We bundled stakes with rubber bands in varied numbers and passed them out to members at the April meeting and, in bulk, to Marlyce (for the HS greenhouse project), Christel and Caroline Brinkley. Kathy has quite a lot of stakes left over for next year and Jane Rosen has blinds to be cut.

PLANT DONATION FORMS

Members were asked to fill out a form stating the plants that were contributed. It seemed that there was a good variety of plants and that not many were leftover. It would be good to have a count as to how many plants were donated, as well as the number contributed by Kay White, and the number of veggies from the High School, Becky Janke and Lynn Buscaglia, as well as the number of tomatoes donated and sold.

I believe the High School greenhouse tomatoes were seeded around the first of March and the veggies, the week following (?). Record of the dates for propagation would be helpful.

CLEAN UP

Kathy Bosler was in charge of clean up. The clean up went well with plenty of help and trucks. It was suggested a list of borrowed materials with corresponding phone #'s be made during set up with notations as to any arrangements made for the return. This might also be helpful with Kay, Caroline and the High School plants, as to what will be done with their leftover plants. The veggies were given to the Lutheran Church (stored in their open shed) or taken back to the HS greenhouse to be stored until the June members' sale.

PLANT SALE NOTES

From Lynn Buscaglia

Only a few additional suggestions to consider.....

Plan ahead a little and delegate everything possible. This is a very generous group, help is usually very close

Most of the set-up, execution and break-down recruiting at the April general meeting. In the spring this is a busy group with short memories.

Identify and recruit tally and cashier leaders in advance then let them recruit their own helpers. Recruit pricers separately.

Treat Kay White Watering and Kay White plant pick-up as separate assignments with a chairperson for each.

Plant seeds the club is going to sell in FEBRUARY otherwise you are too weather dependant for sellable sized plants (stuck with small throw- backs).

Provide light refreshments for set-up volunteers...water, cookies, coffee, tea, muffins. Stirring committee baked and brought in 2011.

Reconsider whether to use the plant donation form. The purpose of the form in 2011 was to cut down on waste and identify what sold best. The clean-up crew can evaluate what is tossed and give similar guidance for the next year.

Have a good time! And try not to make anyone cry.

PLANT SALE 2011 NOTES

From Martha Gebhard

Site Location

JR Crawford handled this in 2011. Will the old NAPA store be available again in 2012? Only if Shawn can't get it rented! Good idea to look for alternate sites – hopefully indoors, with good parking.

Digging and Pots

Jane Rosen made great notes on this and I'll just condense it to say we got lots of pots from our members, and everyone who needed pots got them. Soil wasn't required except by Caroline Brinkley and Christel Stierhl, who each prepared hundreds of plants. We might consider just giving each of them \$25 next year to buy dirt.

Publicity

I handled this one. There's a separate sheet attached.

Boutique

Focus was Shabby Chic Boutique, and it worked really well. Perhaps the Boutique could be the focus of pre-publicity in 2012! We don't think Boutique items should be put on half price when plants are. And in 2011 we limited members to one Boutique item at the pre-sale Friday afternoon. But there was a lot of poaching...don't know what can be done. The public often doesn't get to see the best stuff, cause members have already taken it home.

Schools

Our contact at the Vashon High School is leaving, so don't know how the use of their greenhouse will be handled now! There were a lot of issues anyway - we got a late start sowing seeds, never got heat in the greenhouse, etc. It was agreed in the Post-Sale meeting that we want to buy our own seeds from now on, not use what VHS gives us. We should plant more CORN...a very hot item and we didn't have much to sell. People wanted one-gallon tomatoes..not small ones. And they wanted NW-TYPE TOMATOES. (Oregon Spring, Siletz are two varieties that work well here.) And they wanted RED tomatoes, not yellow, not white. More LETTUCE would have sold well too. Less (or none?) of cabbage, broccoli, and cauliflower.

Kay White Watering

Kay's pots looked wonderful, and they sprayed for aphids this year...it helped. Lynn knows the watering issues.

Plant Donation

Perennials were huge hits. People really come looking for perennials... we ran out of these first. Encourage members to divide and pot up early in the year.

Set-Up Coordinators

Next year we could use two stations for Talliers...wagons placed down the hall for picking up plants from the Holding Area, and taking to Talliers and then Cashiers. All in all the set-up worked well.

Thursday was physical set-up day, Friday morning the plants came in from members, then VHS, in the afternoon Kay White's things came in, and we had everything in place by 4:30 Friday afternoon.

Break-Down Coordinator -Kathy will know all about this :)

Coordinators

Committee Coordinators – Post Plant Sale 2011 Summary

Function	Coordinator
<p>Site Location</p> <p>Procures site and maintains relationship with vendor.</p>	JR Crawford
<p>Digging and Pots</p> <p>Coordinates propagation workshop, digging assistance for member contributions and keeps track donated of pots</p>	<p>Jane Rosen</p> <p>Carol Olson</p>
<p>Publicity</p> <p>Coordinates all publicity, press releases, reader boards, flyers, sandwich boards & table tents</p>	Martha Gebhard
<p>Boutique</p> <p>Develops a team and coordinates collection of contributions, set-up, pricing of Boutique</p>	<p>Pat Nesland</p> <p>Anna Martinsen Gretchen Yates</p>
<p>Schools</p> <p>Coordinates with Vashon schools for seed propagation and growing space in green houses</p>	<p>Marlyce Dixon</p> <p>Carol Butler</p>
<p>Kay White Watering</p> <p>Develops a team and coordinates the plant watering/fertilizing detail at Kay Whites 2x a month in Feb, March and April</p>	Sally Fox
<p>Plant Donation</p> <p>Monitors all sources of plants (members, propagation workshops, digging and potting and Kay Whites) ensuring a diverse and popular inventory of plants for sale</p>	Carol Olson
<p>2 Set-Up Coordinators</p> <p>These coordinators will be responsible for setting up and breaking down of the plant sale including supply inventory (pre & post sale), moving/trucks, floor plan, procedures, ID, pricing, placement, senior center</p>	<p>Lynn Buscaglia</p> <p style="text-align: center;">&</p> <p>Martha Gebhard</p> <p style="text-align: center;">&</p> <p>Jane Rosen</p>
<p>Break-down Coordinator</p> <p>Forms a team to clean the site after sale. Coordinates the return of all barrowed items including tables, chairs, plywood and shelving. Arranges for trash collection and removal of left over plants.</p>	Kathy Bosler

POTS & DIGGING

SOIL & DIGGING

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Publicity

PLANT SALE PUBLICITY 2011

from Martha Gebhard

Publicity for the Plant Sale was accomplished last year using readerboards, A-boards, 8x11" flyers, bookmarks, and newspaper articles.

Readerboards

1. The Vashon Park District board can be booked 6 months in advance, and last year I did that. Have already checked with them for 2012, and they've raised the price. Last year the full reader-board was \$20 for one week. Now it's \$40 for two lines, 22 letters per line. And someone else's message may share the board. Up to you but I didn't think it was worth it.
2. Vashon Athletic Club - Madison Rogers was my contact, 463-5601. I went to the club on May 1 and set the sign up myself, free of charge for the week
3. Thriftway - I called and spoke to Mgr. Clay Gleb, who asked me to write him a letter stating that the Plant Sale funded scholarships at VHS. He then agreed to run our info on his electronic reader board the day before, and the day of the Plant Sale. clay.gleb@unifiedretailer.com
4. Vashon Electric - Debbie was the contact, 463-4797. She put the sign up herself on April 24 - a week early - and left it up! The easiest one of all.
5. John L. Scott - we go through JR Crawford, remind her a week before you want the board to get it ready.

We used Parker Plaza last year too, but it's changed now and unavailable. VashonTheater, and Vashon High School said no, (although I reminded VHS that it was for scholarships.) JR talked to Island Lumber - no go.

A-boards

This needs a complete overhaul. We used A-boards borrowed from Friends of the Lighthouse, Pat Nesland, our own boards (stored at Carol Olson's) and JR Crawford's. They are all different sizes, all different designs, and I don't think any of the designs work. JR's boards are pre-painted (I think) with a Plant Sale message, and on the other boards we stapled on the paper/plasticized posters with the giant cricket, (made a couple years ago), and we added colored-paper balloons with location and date. The problem with all of the A-boards is that they can't be read from a moving car! Both versions are too busy.

My recommendation is that you throw out all the A-board artwork, and get someone who knows graphics to design something really simple that can be read easily by people driving by. It doesn't need artwork, it doesn't need to be pretty, it doesn't need to have our logo on it. Just "Garden Club Plant Sale, date, location, hours" In jump-out colors preferably!!

The other issue is when to start putting the boards out. We have been told it is illegal to leave the boards out overnight, but I don't know if that's enforced. I have seen Aboards for missing dogs stay out for two weeks, and I don't think they were brought in overnight.

If they do have to be brought in overnight it's a lot more work. But I would suggest getting them up for a week before the Sale, one way or the other. I didn't do that because of the legality issue...but in hindsight I would now, even if it involved taking them down every evening. We had our A-boards up the day before the Sale, and the day of the Sale. More would be better. Get volunteers to help put them out.

Placement - Tahlequa Ferry, North end Ferry, Burton, Portage, Vashon Highway at Cemetery Rd, VH at 204th, VH at Gorsuch...and then a couple in town on the day of Sale.

8x11" Flyers, and Bookmarks"

The design of both these items in 2011 were done by Steve Amos, JR Crawford's husband. They were really pretty, and in bookmark form I think really effective. As posters in windows I think they need to be redesigned in brighter colors, and easier to read from a distance. They need to jump out from among all their competition. Most stores that will put up our poster also have about 25 others in the window, or on the bulletin board! So ours needs to really leap to the eye. Simple, bright, not busy. There is a list attached of all the places that accepted our posters, or bookmarks. Some will take one and not the other.

Newspaper Articles

The Beachcomber and The Loop were our two papers last year. (There are dozens of plant sales around Puget Sound on the first Saturday in May, and I figured Islanders were our main target.)

Both our articles are attached. Check with the Beachcomber and make sure your info is also included in the Calendar, I believe they will post it for a month in advance and keep putting it in til it happens. The Loop used what I sent them unchanged, and the Beachcomber made it clear they want photos with people in them! I have some from last year's Sale - let me know if you want them.

WHERE WE PUT 8"X11" PLANT SALE POSTERS (AND /OR BOOKMARKS) FOR 2011

Vashon Bookstore	Uptown Take Out
Books by the Way	Rock Island Pizza
Library	Subway Restaurant
Hardware Store Restaurant	Vashon Liquor Store
Café Luna	Vashon Intuitive Arts
Green Ginger Restaurant	The Beachcomber office
Licensing Office	Island Quilter
Bob's Bakery	Movie Magic
Vashon Medical	Amiad & Assoc.
Vashon Print Shop	Windermere Realty
Vashon Pharmacy	Winterbrook Realty
Red Bicycle Restaurant	Vashon Family Practice
Vashon Coffee Roasterie	La Boucherie/Sea Breeze Farm
Vashon Dental (employee lunchroom !)	Essentials 4
Blue Heron	The Tea Shop
Blooms	Vashon Auto Parts
Fair Isle Veterinary	IGA
Giraffe	True Value
Vashon Dance Academy	Constantinople
Vashon Athletic Club	Treasure Island
Burton Coffee Stand	Quartermaster Inn
Burton General Store	Burton 2 nd Hand Shop
Back entrance bulletin board behind Dova Silks	Spakovsky
Vashon Nails and Spa	Village Cleaners
Pandora's Box	Casa Bonita
	Island Physical Therapy

Kay White Watering

Information about watering and fertilizing at Kay White's
(This flier went to every volunteer for Kay White Watering)

from Sally Fox

Watering starts Tuesday Feb 1st and continues till Tuesday April 26th. Sally Fox (206 567 5027) is coordinating the overall process.

The watering team will be from two to four people. Sign-ups will occur at the January and February Garden Club meetings. The February 1st team – has two people – then the mid-February and early March team have three people – after that the teams are four people.

The team is responsible for watering and fertilizing, and when needed spraying for aphids using a Safer (non-toxic) spray.

Sally Fox is coordinating. She will send out a schedule to every watering team member and to Kay, Suni and Myrna, with a copy to Laura Goth.

If you are on the team:

There will be one lead member on each team – and I will identify those people.

If you cannot meet your commitment for a given date, please arrange a substitute and call your team lead by the Monday before your assigned time and tell her who your replacement will be.

Please arrive by ten am sharp. Myrna and/or Suni, Kay's helpers, will orient you at 10:05 to the greenhouses, what is needed, and where the supplies are. Please work as a team until the job is done. I suggest you dress in layers. The greenhouses are heated but still cool. You may want to wear rain boots -- water may splash up during the watering.

Address: Kay's Address is 5031 SW Pt Robinson Rd. Drive to the top of Point Robinson – Kay's house is at the crest of the hill on the right. You will see a lamppost and an automatic gate. Drive to the gate and it will open automatically. Drive in Kay's driveway drive past the turnaround in front of the house, continuing to the back of the house where you will see the greenhouses. Meet in the greenhouse behind the pergola. Please check out with your team leader before you leave.

Special perk: folks who are on the watering team can identify 2 plants that they would like to buy, and have them set aside prior to the sale.

If you are the team lead:

Please check in with the folks on your team the week before your watering date. Call me (Sally) if you foresee any problems. On the morning of the watering, please check in with Suni and/or Myrna and let them know the team has arrived or the status of anyone who is delayed. When the job is done, please inform Suni and Myrna, and then please drop me an email or call and let me know how it went.

Thank you all for this help! Sally 206 567 5027

Supplies

PLANT SALE SUPPLIES

SIGNS

TABLE SIGNS - plant name plus 5 colored dots indicating \$ - \$1 thru \$5

4 Perennials
5 Vegetables
2 Vigorous Plants
2 Herbs
2 Grasses
2 House Plants and Succulents
3 Shrubs & Trees
2 Annuals
1 Ground Covers
1 Geraniums and Fuschias
1 Fruit
1 Native Plants

NEW TABLE SIGNS – in fancy font, no colored dots

1 Fuchsias
1 Fuchsia Baskets
1 Geraniums
1 Geranium Baskets
1 Mixed Baskets
1 Exotics
1 Tomatoes
1 Gloves and Clips
2 VMIGC Tax Issues

SMALL SIGNS one each

Kohlrabi	Basil	Chard	Bok Choy	Corn
Cabbage Parsley	Broccoli	Lettuce	Squash	
Beans	Geranium Baskets	Ground Cover	Fruit	
Vegetables	Perennials			

PRICING TRIPODS (2)

PLANT SALE PROCEDURE (3)

BOOKS, \$1 OR LESS, FEE MAG. W/ PURCHASE 1

BOOKS, TOOLS, ACCESS. PRICED AS MARKED 1

EXIT - 2

15 TALLY FLOWERS ON STICKS FOR HATS (refresh w/ steam iron)

1 LONG BANNER TO HANG ON THE ENTRANCE CANOPY!

VARIOUS OTHER SUPPLIES

3-4 BIG PLASTIC TARPS

@ 10x25'

SPRAY CLEANER

PLENTY OF YELLOW TRAFFIC TAPE

4 CASH BOXES

4 ROLLS SCOTCH TAPE

PARTIAL BOX 30 GAL. TRASH BAGS

SOME LABELS

BUNCH OF NAME TAG HOLDERS

4 RAINBOW PADS

3 POST-IT PADS

LOTS OF PENCILS

LOTS OF PENS

LOTS OF SHARPIES AND MARKERS

2 ROLLS PACKING TPE

4 ROLLS MASKING TAPE

2 ROLLS DUCT TAPE (unopened)

4 BIG PLASTIC CLIPPIES

2 RULERS

1 CAN OF ¾ “ BRADS

1 POWER STRIP

3 STAMPS (Used to indicate customer paid)

6 STAMP PADS (4 are old, 2 are new)

@ 50 SHEETS WHITE PAPER (8.5x11”)

3 SANDWICH BOARDS

2 BANQUET TABLES

AND MORE...

11 CLIP BOARDS WITH ATTACHED PENS

@ 1000 white TALLY SHEETS

PINK PLANT STAKES

YELLOW PLANT STAKES

RED PLANT STAKES

GREEN PLANT STAKES

BLUE PLANT STAKES

14 GREEN GRASSHOPPER PLANT SALE POSTERS FOR A-BOARDS

HARRIET VAN BUREN’S HUSBAND MADE SIGNS –

CHECK-OUT

HOLDING AREA

TALLY AREA

Schedule Check list & Roster

VMIGC 2011 Plant Sale Event Schedule

Thursday, May 5

12:00 to 4:00 Room set-up tables, plywood/sawhorses, signs
Cart and wagon delivery
Shabby Chic Boutique set-up and donation delivery

Friday, May 6

9:00 to 2:00 PM Plant donation delivery
Members bring labeled plants and completed donation form to check-in for
directions and assistance.

3:00 to 4:00 PM Kay White Plant pick-up and delivery

4:30 to 5:00 PM Pre-sale members only

Limit: TWO items -one specialty item (boutique **OR** Kay White Plant)

PLUS

One glove and/or one clip

Saturday, May 7

8:00 Arrive in garden hat and apron
8:15 Group Picture and new member pictures
8:25 Group briefing
8:35 *Flash* training for talliers, door checkers, holding area, runners & floaters
8:55 Man Your Stations
9:00 Doors open-sale begins
12:00 *ish* Sale ends...break-down/clean-up begins

Plant Sale Set-up, Sale and Clean-up

ONE DAY

12:00 PM to 4:00 PM

Task/item/number needed	Coordinator	Recruits/source(s)	Action/announcements	Timing	D O N
Set-up	Lynn	6 Volunteers	Email/call	12:00 pm to 4:00 PM	
Plant Tables -2 garden club + 20 barrowed	Jane Lynn	Senior Center and Eagles _____	Pick-up	Pick-up 12:00 PM Thursday	
Plywood - 10 pieces	Lynn	Judy Rady		Judy delivering	
Saw horses -	Lynn	members	Email/call	12:00 PM Thursday	
Chairs - 12	Jane	members		12:00 PM Thursday	
Wagons, carts		members	Email/call	12:00 PM Thursday	
Butcher paper on tables	Lynn & Kathy			12:00 PM Thursday	
Unpacking Supplies	Martha			12:00 PM Thursday	
Boutique tables	Pat		Thursday	12:00 PM Thursday	
Shelves or Baker's Racks	Lynn	Jane and JR / member	Email/call	Pick-up 12:00 PM Thursday	
Table Signs on tables	Jane/Martha	Jane-pots and sand			
Road Signs	Martha				

DAY TWO

Friday

9:00 to 4:30PM

Task/item/number needed	Coordinator	Recruits/source(s)	Action/announcements	Timing	
Member plant	Martha	6 to 8 Volunteers		9 AM to 4:30 PM	
Kay White Plant pick-up	Carol Norton	7 trucks 4 Vol at Kay's	Email/call	2:00PM Friday	
Boutique set-up and pricing	Pat	Pat's volunteers			
Check-in person for donations			March and April meeting	Shifts 12:00 to 5:00	
School plant pick-up	Marlyce	? Volunteers, ? truck			
Plant donations placed and priced					
Cashier for Pre-sale					

Plant Sale Day 8:00 to 1:00 PM

Task/item/number needed	Coordinator	Recruits/source(s)	Action/announcements	Timing
Set up Canopy and Banner	Carol Olsen			8:00 AM
Talliers		10 volunteers		8:15 AM
Cashiers	Jane	4 volunteers	Email/call	
Floater and runners				
Door checkers Review receipts as people leave		4 Volunteers		
Holding area Hold customer selections while customers continue to shop.		6 Volunteers		
Group Photo	JR			
Roving Plant Experts Wear special ribbon and assist customers with plant information	Lynn/Jane	4 to 6 Volunteers	Email/call	
Sr. Center Refreshments				
Return Plywood to storage	Kathy	2 Vol, 1 truck		12:00 PM
Return Tables	Kathy	6 Vol, 2 trucks	Email/call	12:00 PM
Remove plants	Kathy	4 Vol, 2 trucks	Email/call	12:00PM
Canopy down banner stored	Kathy			12:00 PM
Pack and store Supplies	Martha			12:00PM
Load to dump		1 Vol, one truck		

Post Sale

Task/item/number needed	Coordinator	Recruits/source(s)	Action/announcements	Timing
Final accounting	Martha			June 2011 Board meeting
Thank-you notes	Laura			Before May 21, 2011
Tally inventory	Stirring committee			Before September 2011

Volunteer Roster 2011

THURSDAY, May 5

Coordinator: Lynn Buscaglia 567-5727

SET_UP 12:00 to 3:00 PM ish

VOLUNTEER	TRUCK
Jaralene Spring	
Carol Eckman	
Alma Hardy	
Shirley Beasley	
Lucy Harter	x
Sherene Zolno	
Martha Gebhard	x
Harriet Van Buren	
Gretchen Yates	
Lynn Buscaglia	x
Karen Stamper	x

Judy Rady -Plywood delivery

FRIDAY, May 6

Coordinator: Martha Gebhard 463-1290

A-BOARD PLACEMENT TEAM (Friday morning set-out as early as possible, Friday pm take-down after rush-hour. Saturday morning set-out early, Sat. take-down after sale.)

- JR Crawford (2 signs at Fauntleroy)
- Lucy Harter (6 signs - Episc. church, VHwy at Cove, Westside Hwy, 3 locations center of town, her choice.)
- Linda Campbell (2 signs - VHwy at Cemetery, VHwy at 204th.)
- Martha Gebhard (4 signs - Burton, Portage, Dockton Rd at 240th.)
- Pat Nesland (1 sign at Tahlequah)

SITE VOLUNTEERS 9:00 AM

Laura Goth - Plant Check-in, Molly Barclay Carol Eckman, Shirley Beasley, Emma Newby-Testu, Edna Dam (mystery-plant ID), Martha Gebhard

11:00 AM

Mary Wubbold, Linda Larsen

1:00 PM

Becky Janke. Linda Campbell (will Cashier the Member's Pre-Sale at 4:30)

PLANT PICK-UP High School 10 AM

Lynn Buscaglia + truck
Marlyce Dixon + truck

PLANT PICK-UP Caroline Brinkley 10 AM

Harriet Van Buren
Patty Custer

Kay White Volunteers 3:00 to 4:00 PM

Coordinator: Carol Norton 463-6113

SATURDAY, May 7

Coordinators: Martha Gebhard 463 1290, Lynn Buscaglia 567-5727, Jane Rosen 463 2111

LOAD TRUCKS
Karen Stamper
Nancy Studer
Patty Custer
Karen Odenkirk
Diana Hukenson
Emma Newby
Sylvia Stead
Lynn Greiner
Edna Dam
Sherene Zolno
Harriet Van Buren
Jet Wakeman

DRIVE TRUCKS
Jean Andrus
Pat Nesland
Karen Stamper
Marlyce Dixon
Karen Baer
Patty Custer +Bob
Lucy Harter/ Gary Brokerman
Sally Fox
Shirley Beasley
Harriet Van Buren
Carol Olson
Lynn Buscaglia

Gloves & Clips: Nancy Studer, Molly Barkley

Talliers: Carol Eggan, Jet Wakeman, Marlyce Dixon, Emma Newby-Letestu, Kathy Hostetler, Susan Hedrick, Deborah Teagardin, Joyce McClure, Jaralene Spring, **Karen Stamper, Head Tallier**

Cashers: Christel Stierle, Karen Baer, Linda Campbell, JoAnn Nielsen

Holding area: , Alma Hardy,

Door Monitors: Mary Wubbold, Debra Teagarden

Floater-Runners: EVERYONE ELSE

BREAK DOWN 12:00 to 1:00

Coordinator: **Kathy Bosler 567- 47827**

VOLUNTEER	+ TRUCK
Marlyce Dixon	
Nancy Studer	
Patty Custer	
Christel Stierle	
Alma Hardy	
Kathy Bosler	
Lucy Harter	
Carol Butler	
Becky Yanke	
Emma Newby	
Kathy Hostetler	
Harriet Van Buren	
Jet Wakeman	

GLOVE & CLIP

Glove and clip tally

We began this year with a total of 144 pair of gloves (\$3.01 per pair) and 200 clips (2.58 per pair). After the plant sale we have 87 pairs of gloves and 104 glove clips remaining with a delicate of approximately \$275.79.

\$950.79 total outlay by Garden Club
- 262 cash in from December meeting sales
- 24 cash in from January meeting sales
- 389 cash in at plant sale (see below)

\$275.79 outstanding balance on gloves and clips

We sold 57 pair of gloves and 26 clips at the plant sale.
If everyone who bought clips bought gloves *too* at \$9 or $26 \times \$9 = \234
We also sold 31 additional pairs of just gloves at \$5 or $31 \times \$5 = \underline{\$155}$

Total for gloves and clips from plant sale \$389

Gloves came through <http://www.palmflex.com/Atlas-370-Gardening-Gloves.html>

Clips from: safetyholders.com Jerry Moses 281-428 1111

HANDOUTS

&

SIGN-UP

SHEETS

GETTING READY FOR THE VMIGC ANNUAL PLANT SALE!

IT' S WHAT WE'RE FAMOUS FOR!

Saturday – May 7, 2011 - - - 9:00 am to Noon

Location – TBA (cross your fingers we can get the old Napa Store again!)

NOW is the time to start thinking about plants you can donate!



WE NEED YOUR PLANTS!

- ❖ **PERENNIAL DIVISIONS FROM YOUR GARDEN!** Grow them on this winter, pot them up in the Spring and bring them in!
- ❖ **CUTTINGS YOU'VE TAKEN FROM SHRUBS THIS FALL!** Grow on, pot up, etc.
- ❖ **VEGETABLE STARTS – PLAN NOW TO SEED IN EARLY SPRING!**
- ❖ **EXOTIC PLANTS YOU'RE WILLING TO DONATE!**
- ❖ **DONATIONS FROM FAMILY AND FRIENDS!**

We also need your Gardening Idea-Book donations, **Treasures for the Boutique** section of the sale (garden art, tools, garden décor items, all in good condition.)

Please start work now on plants to donate!

And please plan to **volunteer** your time and muscle, maybe your husband's muscle too, for set-up, on Friday May 6. We'll need people with trucks to bring plants to our location.

We need **volunteers** for working the sale itself - - we'll need table monitors, talliers, cashiers - - it's hectic but fun!

And we need a committed clean-up crew!

More specifics will be coming when we get closer to the day. For now – please be thinking **PLANTS** – and saving the days so you can help us make this the best sale VMIGC has ever had!



Volunteer Sign-up lists from April General Membership Mtg.

2011 Plant Sale Volunteers with trucks

Name	Phone	email	Thus.	Fri pm	Sat PM
Jean Andrus	463 1894	Jsavash2@centrytel.net		x	
Pat Nesland	463 9575	pn@centrytel.net	X	X	
Karen Stamper	567 5670	dstamp210@comcast.net	X	X	
Marlyce Dixon	463 5593	dixibob@comcast.net		X	
Karen Baer	463 9247	vashonbear@gmail.com		x	
Martha Gebhard	4631290	marthagebhard@gmail.com	X	X	X
Patty Custer (+Bob)	463 3448	pattyvashon@centrytel.net	X	X	X
Kathy Bosler	567 4727	kbosler@yahoo.com			X
Lucy Harter/Gary Brokerman -Second truck-	567 5050/408 7170	lucy.harter@comcast.net	X X		X X
Sally Fox	567 5027	sally@sallyfox.com		X	
Shirley Beasley	463 6571	Beaskey1202@gmail.com	X	X	
Harriet Van Buren	463 2184	harrietvb@comcast.net	X	X	X
Jet Wakeman	409 6972/463 9509	wakeljj@gmail.com	X		X
Carol Olson	463 6124	sciwrits@centrytel.net	X	X	
Lynn Buscaglia	567 5727	lynnb@iries.com	X	X	X

Thursday Set-up

12:00 to 3:00 PM ish

Help unload and set up tables and plywood and saw horses. Cover tables with butcher paper. Arrange signs on the tables.

Name	Phone	E-mail
Carol Ahlfors	567 0599/406 0900	Carolall4s@yahoo.com
Pat Nesland	463 9575	pn@centrytel.net
Jaralene Spring	463 2402	springjm@comcast.net
Joyce McClure	463 1225	p.e.mcclure@comcast.net
Carol Eckman	567 5173	cceckman@comcast.net
Gretchen Reininga-Yates	463 9923	Gretchen.at.eyot@gmail.com
Patty Custer	463 3448	pattyvashon@centrytel.net
Christel Stierle	463 7450	hansandchristel@aol.com
Alma Hardy	463 2235	almahardy@centrytel.net
Shirley Beasley	463 6571	Beaskey1202@gmail.com
Lucy Harter	567 5050/408 7170	lucy.harter@comcast.net
Sherene Zolno	463 6374	szolno@comcast.net
Harriet Van Buren	463 2184	harrietvb@comcast.net

Friday Kay White Volunteers

3:00 to 4:00 PM

Help load trucks at Kay Whites

Name	Phone	E-mail
Karen Stamper	567 5670	dstamp210@comcast.net
Nancy Studer	463 2950	nmstucler@comcast.net
Patty Custer	463 3448	pattyvashon@centrytel.net
Karen Odenkirk	567 4648	kkodekirk@comcast.net
Diana Hukenson	567 5787	2prof@comcast.net
Emma Newby	463 0979	renewby@centrytel.net
Sylvia Stead	463 2252	vashonsyl@gmail.com
Lynn Greiner	463 0865	lgreiner@seanet.com
Edna Dam	567 5279	eadnid@comcast.net
Sherene Zolno	463 6374	szolno@comcast.net
Harriet Van Buren	463 2184	harrietvb@comcast.net
Jet Wakeman (trailer cannot get into Kay's)	409 6972/463 9509	wakelji@gmail.com

Saturday Break-down

12:00 to 1:00 PM *ish*

Help break down room and clean the room. Assist with loading left over plants, tables, shelves and plywood on trucks for removal/return.

Name	Phone	E-mail
Marlyce Dixon	463 5593	dixibob@comcast.net
Nancy Studer	463 2950	nmstucler@comcast.net
Patty Custer	463 3448	pattyvashon@centrytel.net
Christel Stierle	463 7450	hansandchristel@aol.com
Alma Hardy	463 2235	almahardy@centrytel.net
Kathy Bosler	567 4727	kbosler@yahoo.com
Lucy Harter	567 5050/408 7170	lucy.harter@comcast.net
Carol Butler	769 4915	butlerqu@yahoo.com
Becky Yanke	567 5642	rfandblj@msn.com
Emma Newby	463 0979	renewby@centrytel.net
Kathy Hostetler	463 4100	kghostetler@comcast.net
Harriet Van Buren	463 2184	harrietvb@comcast.net
Jet Wakeman (truck with trailer)	409 6972/463 9509	wakelji@gmail.com

(one two page sign-up clip board on each table at April meeting worked well)

**Volunteer Sign-up lists from April General Membership Mtg.
2011 Plant Sale**

Name	Phone	email	Thus.	Fri pm	Sat PM

Volunteers with trucks

Thursday Set-up
12:00 to 3:00 PM ish

Help unload and set up tables and plywood and saw horses. Cover tables with butcher paper. Arrange signs on the tables.

Name	Phone	E-mail

Friday Kay White Volunteers

3:00 to 4:00 PM

Help load trucks at Kay Whites

Name	Phone	E-mail

Saturday Break-down

12:00 to 1:00 PM *ish*

Help break down room and clean the room. Assist with loading left over plants, tables, shelves and plywood on trucks for removal/return.

Name	Phone	E-mail

VASHON-MAURY ISLAND GARDEN CLUB

INVOICE

DATE _____

NAME _____

ADDRESS _____

PHONE _____ E-MAIL _____

EVENT _____ EVENT DATE _____

EXPENSES _____

PLEASE FILL OUT INVOICE AND ATTACH RECEIPTS.
TURN IN TO TREASURER WITHIN 30 DAYS.

THANK YOU.

PLANT LABELING

You have lots of options for labeling your plants, but ALL PLANTS MUST BE LABELLED!! Every pot, no matter how small, needs a label!!

Here's what needs to be on those labels:

1. **PLANT NAME** the common name, and the botanical if you know it.
2. **PLANT TYPE** - Perennial, Grass, Annual, shrub, houseplant, native, etc.
3. **DESCRIPTION** - Height, width, flower color, bloom season: the more details the better.
4. **CULTURAL REQUIREMENTS** - Sun/shade/
water/ hardiness

You can use the mini-blinds, as sketched here.

PICTURES ARE GREAT!!! ...a seed

packet will work to display with a group of the same plants, but make sure each plant has its own label too. If you can download a photo of your plant and print it up, that would be wonderful!

You can use stick-on labels too...printed up on your computer or hand-printed.

If you hand-letter, make it CLEAR AND LEGIBLE!

PURPLE CONE FLOWER - Echinacea
Perennial - Sun -
Moderate Water
2 ft. wide x 4 ft. tall
DARK PINK FLOWERS, Summer - Fall

This
goes
in
the
dirt!