

PLANT SALE

St. Francis of Assisi School

FRIDAY MAY 24 & SATURDAY MAY 25

Volunteer Sign-up Sheets

DIG UP CREW: CONTACT LORNA

Be willing to dig up, pot-up and tend perennials on behalf of those who require aid in preparing their specimens for donation to the plant sale.

Plants need to be prepped by the Victoria Day weekend (May 18-20, 2019).

	Name	Contact Info
1		
2		
3		
4		
5		
6		

SET UP CREW: FRIDAY 5:00 PM – 6:00 PM

ASSIST COMMITTEE with set up of tables and posting signage.

	Name	Contact Info
1		
2		
3		
4		
5		
6		
7		
8		

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CARRIERS: 4 for FRIDAY 6:00 - 7:30 pm and 4 for SATURDAY 8:00 - 9:30 am

ASSIST MEMBERS to carry their plants to designated tables. Group like items together, stack empty trays etc. **Please bring TROLLEYS and WAGONS.**

Name	Contact Info
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FRIDAY 6:00 - 7:30 pm

1.		
2.		
3.		
4.		

SATURDAY 8:00 - 9:30 am

1.		
2.		
3.		
4.		

CHECK IN: 2 for FRIDAY 6:00 - 7:30 pm and 2 for SATURDAY 8:00 - 9:30 am

IDENTIFY unlabeled plant donations. CREATE and insert labels. TRIM deadwood and check plant quality.

Name	Contact Info
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FRIDAY 6:00 - 7:30 pm

1.		
2.		

SATURDAY 8:00 - 9:30 am

1.		
2.		

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PRICING: 9 for FRIDAY 6:00 - 7:30 pm and 6 for SATURDAY 8:00 - 9:30 am

DETERMINE and INDICATE price for individual plant specimens (using painted sticks). ENSURE plants are correctly labelled. TRIM deadwood and check plant quality.

Name	Contact Info	Table
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FRIDAY 6:00 - 7:30 pm

1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		

SATURDAY 8:00 - 9:30 am

1.		
2.		
3.		
4.		
5.		
6.		

MEMBERSHIP TABLE: SATURDAY 10:00 am – 1:00 pm

MEET and GREET. Provide customers with Gardening Kingston activity and membership information.

	Name	Contact Info
1.		
2.		

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TOOLS & BOOKS TABLE: SATURDAY 10:00 am – 1:00 pm

ASSIST Customers to select items from our gently used gardening tools and books collection.

	Name	Contact Info
1.		
2.		

CUSTOMER SERVICE: SATURDAY 9:30 AM – 1:00 PM

ASSIST customers to select and move items to the check out station. Ensure sales area remains tidy and hazard-free. Please bring reference material to assist in answering customer questions.

	Name	Contact Info
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		

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CHECK OUT STATION: SATURDAY 10:00 am – 1:00 pm

RECORD and move customer selections to pick up tables.

Name	Contact Info
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RECORDERS (2 TEAMS OF 2): record items, pull price sticks, hand off to cash

1.		
2.		
3.		
4.		

4 CARRIERS: move items to pick up tables and assist with carry out to cars

1.		
2.		
3.		
4.		

CASH STATION: TALLY price sheets, collect cash, smile and say thank you

Name	Contact Info
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Team 1: FRIDAY 6:00 - 7:30 pm

1.		
2.		

Team 2: SATURDAY 10:00 am – 1:00 pm

1.		
2.		