

Plant Sale Jobs and Additional Helpful Information

(Supplement to the Staffing Sheet)

Revised 2021

The plants that we sell are perennials from our gardens that have grown into a bigger clump than we want in that space. We plant them in pots and sell them for our most lucrative fundraiser. It also gives us more room in our gardens for new plants! If we all chip in and contribute, this will be a very successful fundraiser. Our primary goal is community outreach and sharing.

You may be surprised when you start to pot how many plants you potentially have. Filling a larger 2qt pot, the kind we typically sell, will generally look better and earn a higher price than a smaller pot. It's also good to limit the number of any one variety (5vs10 Shasta daisies; 5vs10 Autumn Joy Sedum). We hope to offer many different plant varieties, especially those that are not so common.

Look on our MGC website under Plant Sale for: Staffing Sign-up sheets, Potting Plants (How to), Plant ID labels, and this Jobs /Information sheet.

Look in the newsletter (March, April, May) for progress reports and additional information.

We need to schedule workers weeks in advance, organize and prepare, work on setup day and staff our three shifts on sale day.

Week(s) before the sale:

(Chair /co-chairs) Use resource booklets from prior plant sales with To-do lists for each month starting in February.

Advertising: Provide copy and schedule ads to appear a week before the sale. Local media: newspapers (LSJ- presale Sunday edition); Town Courier, local TV, Meridian Home TV, 8"x10" posters on bulletin boards in churches, libraries, stores/restaurants if permitted, Meijers etc

Advertising digital media: MGC website, Facebook, FB Burst (5 days prior, notice to 250-1000 local subscribers), Craigslist, nearby GC Presidents,

Strawberry boxes: Meijers (100) These are sturdy trays with handholds, a perfect size to transport plants, which stack neatly on top of each other. They are available during May's strawberry season. Contact M's produce manager for permission and assistance. Usually they get set aside daily for us (in lieu of being trashed). Gather them over several days, a week or two before our sale. Thank the manager when you have enough. Bring and stack them near the holding table at 12 pm on setup day.

Street Signage: (25 signs) Consult the placement list (see page 5, below). Set out on Sun/Mon before our sale, and retrieve after 2pm on sale day when our sale is over. It's best to retrieve the signs you place when more than one person does this job. Return signs to GC storage currently in the chapel basement. A co-chair with the key will assist if needed.

Printing club flyers (MGC Membership; Oh, Deer etc) and sale totaling receipts. This is done by our club's printing coordinator.

Banners promoting the plant sale will be hung on Monday before the sale by township workers using bungee cords. They will be located at both entrances to the pavilion area on the wooden posts for signs (on Marsh Rd and Central Park Drive).

Presale Day, 1-5pm

Township Helpers: Before 11:30 am

Township workers will put up two signs (MGC and Plant Sale) on the front of the Pavilion (requires a ladder). Arrange all tables using the plant sale floor plan. Hang tarps to lessen cold and rain. Use a leaf-blower to clean the floor. Unlock the bathroom and storage room. Set up stanchions to create an aisle (with ribbon/ roping) alongside the cashier, pre-pay areas.

Strawberry boxes arrive after noon.

Plant Sale Chair(s) arrive 12:00. Begin moving supplies from the chapel basement.

Helpers arrive at 12:45 to help chairs move any supplies from the chapel basement to the pavilion. Place alphabet letters and category signs on the tables in wine bottles filled with sand using clothes pin sticks to hold the signs.

Hang wall signs on the wall using a hammer and nails (so they don't blow down). Bring nails with a head and hammer them in only half an inch, so they can be removed easily with the claw end of the hammer after the sale. Some signs already have a hole to reuse

Members drop off plants and garden goodies 1-4pm, preferably early, so pricers etc will finish by 5pm. All label checking, pricing and placing plants should be done on presale day.

PLEASE DO NOT BRING PLANTS ON SALE DAY MORNING. Too crazy!

Arriving 12:45 pm

Helpers: Hardy folks with strong hands and willing legs who enjoy walking!

Help unload plants from cars and place on the outside tables where they are checked for bugs, and properly filled out plant labels stuck in each plant with a wooden skewer. We are selling outdoor plants, so we don't have to be as strict about bugs as we would be at a flower show.

Label checkers: will sit at the outside tables, look up and add plant info to a plant label, if needed.

Helpers move plants inside to the Pricers table.

Pricers: Determine the price for each plant and place a color coded popsicle (price) stick in the plant.

Helpers move priced plants to the tables with signs bearing the alphabet letter of their common name. Some bottles with letters might need to be rearranged as the day progresses.

Sale Day, 9-2pm, 3 Shifts

Workers for each two hour shift should arrive 10-15 minutes ahead of their scheduled time.

Get and wear a "How May I Help You?" fuzzy flower which identifies you as a GC worker. Be sure to return it when you finish your shift before you leave.

If you are a plant specialist, get your shiny, green derby with the question mark and put it on your head. (With both flower and hat, you look "spiffy.")

Everyone, dress for the weather in layers.

If you need hot coffee or water, please drink them discreetly. We want to look professional.

Please eat your lunch before or after your shift, NOT on the sales floor.

Members donating 25+ plants may select one free plant for their own.

To display a good variety of plants for the community, we ask club members NOT to set aside plants or purchase them before 11am. Members initials are on plant labels in case what you want is sold. After 11, buy! We are our best customers!

Sale day, continued

Greeters/Sales: Everyone in the market building should consider him/herself a greeter. Welcome customers to the sale and ask if it is their first visit at our sale. Do they have something special they want? Do they want plants for sun or shade? If there is a question you can't answer, refer them to one of the garden specialists. After they select a plant, suggest they take it to the holding area so they can continue to shop with both hands free. Point out that area, where their name will be placed on their plant shopping box.

Plant Specialist: This is a gardener who has taken the Master Gardener course, or someone who really knows plants. Questions about how, where and what to plant in a specific area might be asked. A green derby hat with a question mark is worn to easily identify specialists on the sales floor.

Holding Area: These two tables in the SW corner of the Pavilion allow shoppers to gather their plants in boxes so they can continue to shop hands free. The tables are near prepay totaling and the cashier so plants can easily move to check out. Sturdy strawberry boxes with handholds are convenient and stack together neatly in the corner of this area. Holding staffers write the name of the customer on a slip of paper and place it in each box. Staffers also help move the box/es when shopping is finished.

Garden Goodies: These are "gently used" gardening books, tools, yard décor, pots, potting supplies, and gardening themed items that are no longer needed or wanted. No silk flowers, please, especially tired, used silk flowers. Goodies can be dropped off on setup day (with your plants), or by 8:30 on sale day in time to price them before the sale opens. Anything not sold will be donated to Goodwill after the sale. If you want unsold items returned, say so in advance and retrieve them by the end of the sale. Goodies have their own sales slip.

Pre-Pay Totaling: Two or three staffers work here to create a sales slip total.

The plants are counted, colored craft sticks in each plant are removed, and the number of sticks and plant count is compared for accuracy. Make sure the customer agrees with the number of plants to be purchased. Say it out loud, ex: "Ten plants."

The plant stick color determines price and is the only way we keep track of sales.

A seated totaler fills out the sales slip (ex: 3 green, 4 purple, etc) and tallies up the price. Calculators are available if needed. Record the number of plants and final bill at the bottom of the slip, hand it to the customer and move them to the cashiers.

Half price after 1pm for our plants only. Write ½ at the top of each slip.

Exception: Vern's "Design by Nature" native plants will always sell at full price.

After 1pm some shoppers will buy several boxes of plants, and totaling can take longer and require another helper. Take time to be accurate.

Vern will have his own color/s for sticks. Be sure to mark his at full price on the sales slip, and place his sticks in his own collection box. He gives the club half of his profits.

Cashiers: This table has MGC and Oh Deer colored brochures available for customers to take if they wish. Customers might have two sales slips, one for plants and one for garden goodies. After 1pm OUR plants ONLY are half price which is identified on the top of the sales slip. Vern's plants never get reduced to half price. Vern gives us half of his profit, and wants to be paid when he leaves. Count his sticks and keep them separately from ours to determine his tally. Be sure to return his pricing sticks. When convenient, a cashier might help move box/es to a customer's car.

Cleanup and Take Down after the sale ends at 2pm

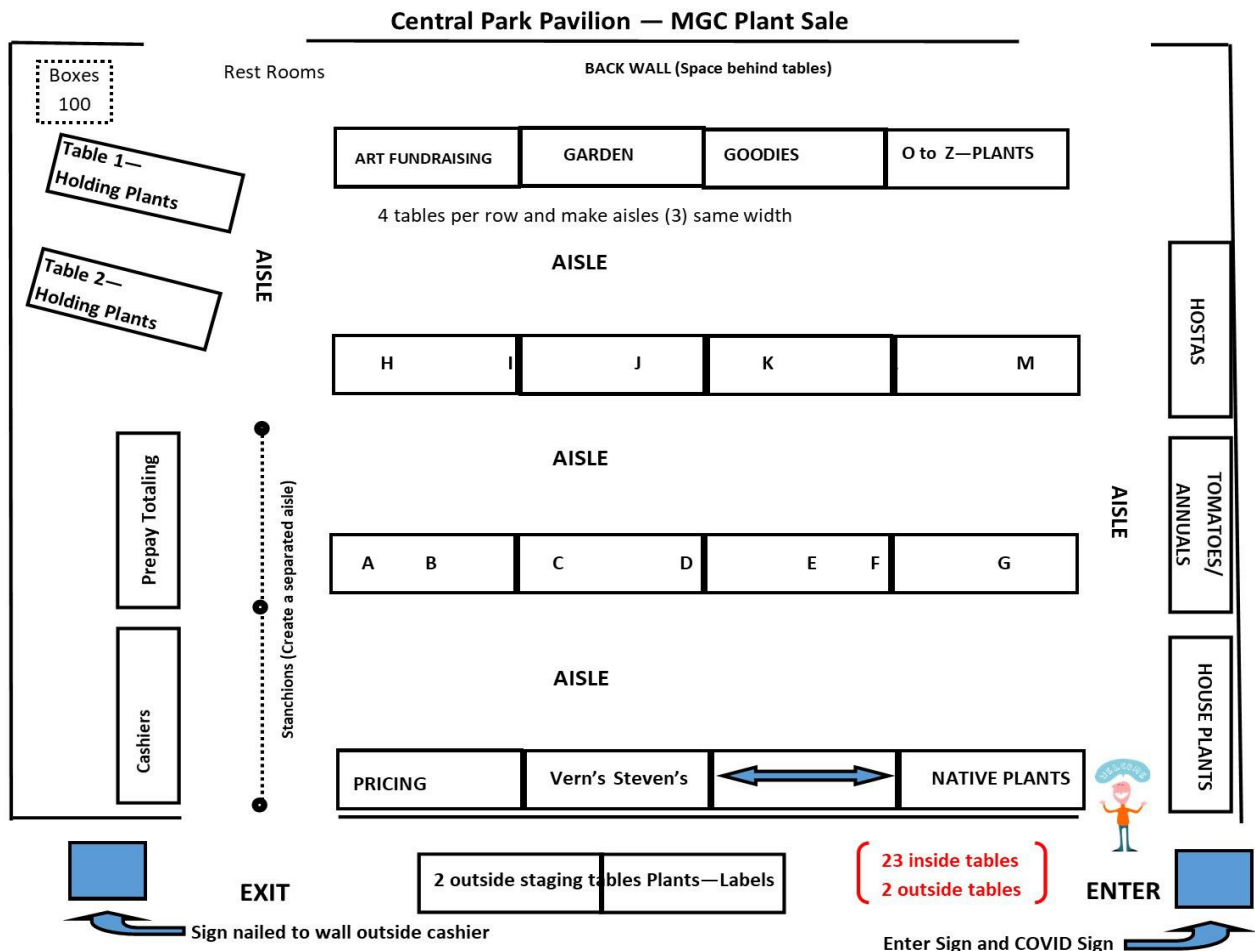
These staffers gather all signs, sales sticks and other supplies which will be returned to our storage area in the chapel basement.

Unsold plants are placed together on a table for the Township to plant in other community gardens.

Garden chairs may claim any desired plants for our various community gardens.

Bring brooms, dust pans, garbage bags etc to return the Pavilion to good order. The Township will retrieve our two entrance banners, and the two hung on the front of the pavilion which we will store in the chapel basement. Retrieved street signs will also be stored there.

Floorplan for Plant Sale at Central Park Pavilion



Placement of Plant Sale Street Signs (2021 revised)

It is recommended that 2-3 club members work together to place these signs. Probably, for efficiency, the same person should pick up whichever signs she placed.

These signs should be placed the Sunday or Monday before our Saturday sale, and picked up after 2pm on sale day (Saturday) once it is over.

Signs are stored in the chapel basement until our next sale.

There are 13 revised signs that now say Saturday instead of Friday.

There are 12 new signs printed with Saturday and Meridian Central Park Pavilion...

Total: 25 The (13-14) space divides the list between two people and attempts to logically group them geographically.

The original list of locations for signs listed 19 places. There are additional locations to total 25. The new locations are marked with an asterisk in red. *

1. Cornell near Hatch (between school and Shoals)
2. Okemos Rd where I-96 exits from west (east side of Okemos Rd)
3. Jolly and Okemos Road intersection
4. Jolly Road near the High School
5. Jolly Road at Collins Road
6. Okemos Road at Bennett Road*
7. Mount Hope and Hagadorn Road (intersection)
8. Mount Hope and Okemos Road
9. Okemos and Hamilton Road (not in circle/taken from there) Try North side of Hamilton West of circle/roundabout.
10. Grand River at Park Lake Road *
11. Grand River and Okemos Road
12. Grand River and Dobie Road
13. Dobie Road and Kinawa Drive

14. Central Park Drive and Newman Road (Toys R Us/ Kohls)
15. Grand River East of Cornell on North side of road *
16. Grand River and Van Atta Road
17. Grand River and Meridian Road *
18. Haslett and Green Road
19. Haslett and Marsh Road
20. Haslett Road near the YMCA
21. Haslett and Hagadorn Roads intersection
22. Lake Lansing and Park Lake Road
23. Lake Lansing and Okemos Road
24. Lake Lansing and Marsh Road
25. Marsh and Lake Drive intersection (triangle)*