



# Mountain Garden Club Event Form and Checklist

**Event Name:**

**Storyland Garden Project**

Date Created: Jan 24, 2017 Form Creator Name: Jeanne Ouellette  
Event Date: (appx) Jun 6, 2017 Form Creator Tel.: \_\_\_\_\_  
Date to Begin By: Feb 15, 2017 Form Creator Email: \_\_\_\_\_

Committee Name: Storyland Coordinator

Expense Budget	Revenue Budget
\$0 - \$199	\$2000 +

## Objectives/Purpose of Event:

The Storyland Garden Project is fundraiser to benefit the MGC scholarship fund. Volunteers from the MGC plant 5-6K annuals on two workdays in June between the end of frost and the full time opening of the Storyland Park mid June. The effort requires approximately 25 volunteers per day and typically there are 2 shifts, each 3 hours long per day. Workdays are scheduled a minimum of 2 days apart so that a set up day can precede the arrival of the volunteers. On set up days 1-2 MGC members aid the Storyland gardener transport and layout the annuals in their designated gardens so that when volunteers arrive on the official workday, they can get right to planting. In exchange for our planting effort, the MGC is given \$2500.

## Description Of How The Event Is Run (Who, What, When, Where and How):

In February, the coordinator meets the gardener at Storyland to determine the best planting days and to review procedures. A time line is created and presented to the MGC Board at its March meeting for approval. In April and May volunteer recruitment occurs at all MGC meetings and luncheons with the coordinator describing the project, answering questions, and supervising sign ups. Two weeks before the June workdays, a club wide email goes out with a project description and a final request for volunteers. Three days before the first workday, volunteers are reminded by email as to their shift and arrival time. This email includes information on what to bring and how the day will work. The day before each workday, the coordinator and another MGC member work to layout the plants under the supervision of the Storyland gardener. On each workday, the Storyland coordinator directs volunteers to their garden assignments and provides instructions. In August, a private reception is held for volunteers after hours so that they can see the flowers in full bloom. Wine and cheese are provided by the MGC

## Materials, Equipment Or Supplies Needed To Put On Event:

On workdays water is provided to volunteers. A pizza lunch has been part of the event but at our workdays in 2016, many members declined to stay for lunch. The August late afternoon reception has wine, cheese and crackers for members who come to tour Storyland after hours.



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## Events General Checklist (Checked Items Are Needed For This Event)

<b>Requirements for this Event</b>	Check If Required
Requires Chairperson?	<input checked="" type="checkbox"/>
Requires Location to Hold Event?	<input type="checkbox"/>
Requires Advance Set Up?	<input checked="" type="checkbox"/>
Requires a Press Release?	<input type="checkbox"/>
Requires Advertising?	<input type="checkbox"/>
Requires a Speaker?	<input type="checkbox"/>
Requires an Audio System?	<input type="checkbox"/>
Requires a Projector and Screen?	<input type="checkbox"/>
Requires Photos?	<input type="checkbox"/>
Requires Food/Refreshments?	<input checked="" type="checkbox"/>
Requires Printed Material, Name Tags, Place Cards etc.?	<input type="checkbox"/>
Requires Raffle Items?	<input type="checkbox"/>
Requires Table Floral Arrangements?	<input type="checkbox"/>
Requires Advance Reservations?	<input type="checkbox"/>
Requires How Many Volunteers? (Enter Number)	<b>50</b>

Summarize the Closing Of This Event: ( Cleanup procedures, financial tallying, reports etc.)

Storyland always confirms the number of gardens and annuals planted so that we can get a sense of the magnitude of the project.

Print Form

Rev. 2017



# Mountain Garden Club Time line Template

**Event/Publication**

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Date Created: Jan 24, 2017 Form Creator Name: Jeanne Ouellette

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Committee Name: Storyland Coordinator

You can type as much as you like in any box. The form will automatically expand to handle the increase. If you need more categories (which you probably will) just click on the "Time Category" Button.

Click to Add a  
Time Category

Time Category	Actions Necessary	Tips & Best Practices
6 Mos. ahead	Meet with Storyland Gardener to determine June planting dates and review procedures.	Gayle Lemerise at (603) 733-7729
6 Mos. ahead	Create calendar of planting dates, sign up dates and transmittal dates for key emails.	Present planting dates and timeline to MGC for approval at March Executive Board Meeting
3 Mos. ahead	Attend MGC meetings-April and May--for volunteer sign ups	Prepare sign up sheets.
2 Wks. ahead	Club wide email for volunteer recruitment	Email notices exist from prior years to serve as example.
1 Wk ahead	Email to volunteers with shift times, where to part, what to bring	
Day Before	Lay out plants with Storyland Gardener	Lay out days are hard work days moving plants and usually run 8-3PM.
Day of	Arrive by 7:30 to meet and direct volunteers. Bring cooler with ice and water bottles especially if it is hot.	In the event of a rain out, emails communication and follow up phone calls to volunteers are required.

Rev.

Print Form