

Event procedure

The following is a general procedure for the running of public events that we participate in, to ensure a uniform and positive outcome for each one.

Checklist of items to bring:

Set-up

- Table(s), if not provided by event
- chair(s), if not provided by event
- Pop-Up Tent (If not provided and outside)
- Tablecloth(s)
- Tape

Marketing

- Business Cards
- Program / Services Flyers
- Native & non-native plant booklet
- Upcoming event flyers
- Nursery flyers
- Email Sign-Up Sheet

Misc (if necessary)

- Placards
- Rubberbands
- Giveaway items
- Paperweight
- Signage

Payment/Sale

- Ipad (check for charge, bring charger) (you can also use phone wix app)
- Money box (check amount, note for later)
- Card reader

If selling items

- T-shirts, additional merchandise
- Seed bombs, check for quality
- Seed packets, check for quality

Plants (if necessary)

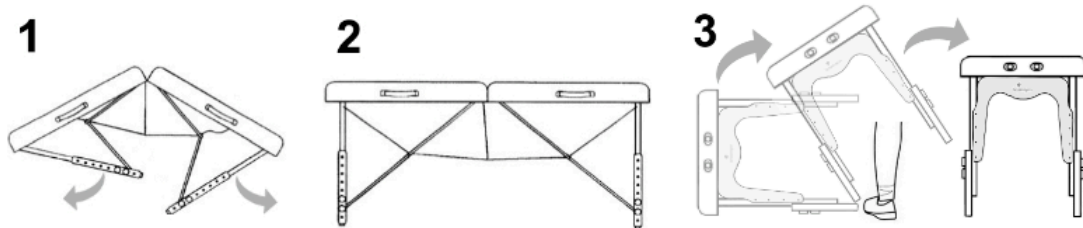
- Plant trays

- Plant boxes
- Plant labels
- Bring a wagon to haul plants

Seed Bomb Making with children

- Clay & compost
- Seeds
- Bowls
- Water & its container (orange coolers?)
- Cardboard for drying
- Seed bomb paper bags
- Sharpie for name writing
- Rags for drying hands

When setting up the table:



Set up procedure:

- Check with event coordinator for specific set up location on site
- Check for clear area to set up table
- KEEP HANDS CLEAR OF TABLE LEG CREVICES - will pinch
- Ensure tablecloth is on table straight

When setting up marketing materials:

- Ensure all materials are arranged neatly on the table
- Ensure all flyers are either taped to table or weighted
- Set giveaway items in the center with informational items on the outskirts
- For sale items (not plants) should be behind the table
- Keep a clear zone for information vs what we're selling
- TAKE PHOTOS AFTER YOU'RE DONE SETTING UP

When breaking down a tabling event

- Ensure we have all items that we brought
- Clean up all trash in area
- Collect items that may have gotten lost around table
- If flyers are left, pass them out to remaining attendees
- Pack remaining papers in binders and loose items in packing box
- Remove tablecloth and fold, pack away
- Check with event coordinator before leaving

After the event

- Complete the event turnout form
- Follow up with the appropriate persons from the event