

HIGH PARK PLANT SALE: May 8, 2016

JOB DESCRIPTIONS:

Please email stewards@highparknature.org with the task and time you would like to work.
See <http://www.highparknature.org/wiki/wiki.php?n=Resources.PlantSale> for details and photos.

SIGNS AND POSTERS: Create posters and signs that are larger than 8 1/2 x 11 or put up posters in the neighbourhood prior to the sale and in the park on the day of the sale. Remove park posters after the sale.

SET UP: 9 – 11 AM: organize booths, cash and book tables, refreshments, signs, postering etc.

PLANT INFO: provide information about plants and use in gardens.

SALES: count plants and prepare invoices and receipts for people to take to the Cash table.

CASH: take money, make change. This includes VSP book sales.

PLANT TAXI : help transport plants to people's cars.

DIRECTIONS: provide directions to the Plant Sale at the Greenhouse.

INFORMATION BOOTH: hand out flyers, VSP information and manage display boards.

REFRESHMENTS: set up and manage the refreshments tables in the Greenhouse.

TAKE DOWN: help us put all the things away

SCHEDULE FOR MAY 8, 2016

TIME	Plant Info	Plant Counts	Cash	Plant Tax	Directions	Booth Info
9:30 – 11:00 AM	Posters: Setup Plants: Set up info: Refreshments:					
11:00 AM – 12:00 PM			Plant Sales: Books:			
12:00 – 01:00 PM			Plant Sales: Books:			
01:00 – 2:00 PM						
2:00 – 3:30 PM	TAKE DOWN/Inventory					

Other Jobs: