

## Timeline for MCTMN Plant Sale Tasks

#	Timeframe	Event	Volunteer Responsible	Notes
1	by Jan 5	Develop budget for plant sale	Project Lead	with help from treasurer, committee, using past sale files
2	at Jan EC	Report on plan for plant sale	Project Lead	
3	Jan-Feb	Set Staging site if necessary		Linda Swigget, 518 Verne, Rockport in previous years
4	Jan-Feb	Recruit fundraising document manager if necessary		Computer inventory, presale orders
5	Jan-Feb	Recruit plant info document manager if necessary		person responsible for signs, labels, handout
6	at least 7 mo prior	Committee Meet to plan for the year:		
7		Review "Dream Plant List" (DPL)		
8		Review Lessons Learned from previous years to avoid known problems		
9		set prices: same-size pots=same price; generally twice wholesale		
10	7 mo	recruit MG for Plant Propagation Team (PPT) & recruit PPT leader		
11	6 mo	PPT meet to determine propagation assignments & schedule Visits		
12	6 mo	schedule plant propagation training with or without MG		
13	6 mo	talk to Linda Frank re: MG's propagation dates/guidelines		
14	5 mo	order gallon pots and soil for PPT if members do not donate		
15	5 mo	hold plant propagation training if necessary		
16	3 mo?	Final date to propagate for current-yr sale - <b>fast-growing plants only</b>		
17	2 mo	Send out call for volunteers after July EC: all relevant booths		WWF, Butterfly tent, Outreach
18	6 wks	collect boxes to hold plants; give buyers		from WalMart & HEB
19	6 wks	Research handout copy prices & line up printer		Office Depot probably has best price
20	6 wks	check list of speakers to determine who might be interested in plant list		work with H/B person in charge of speakers
21	6 wks	Find out which plants speakers will be recommending to see about ordering		
22	6 wks	ask propagators to provide a list of plants & approximate numbers		
23	til order	continue to review weekly availability list from NTN		
24	1 mo	refresh memory on last year's invoices, lessons learned		
25	1 mo	update booth worker schedule signup online		
26	1 mo	make up cashier team schedule and train		
27	1 mo	After Aug meet, lock down volunteers for transport, set-up, sales, take-down		
28	1 mo	ask to use <b>10</b> Extension Office tables (old tables)		
29	1 mo	borrow 4 chairs for plant sale use		
30	1 mo	make sure MCTMN portable shade is available & in good shape		
31	1 mo	Ask for current list from Mike Heep; ask price for 1-gal wholesale		
32	3+ wks	offer pre- & special-order to Chapters & NPSOT; begin xls list of orders		Chapter secretary has TMN mailing lists; kk has NPSOT
33	3 wks	print tax certificate for NTN & Heep's		if needed
34	2wks	send out preorder reminder with last date for ordering		
35	2 wks	Go to NTN for preliminary order; <b>set delivery Tuesday before sale</b>		
36	3 wks	arrange to borrow vehicle or rent U-Haul to get plants from Heep's if needed		rent U-Haul?
37	2 wks	Inventory and add to supplies: skewers, plant sign holders, etc		
38	2 wks	get label material (mini-blind slats)		
39	2 wks	have signed check(s) for payment(s) at nursery or on delivery		
40	2 wks	Order plants from Mike Heep's Nursery - ask him to set aside		
41	2 wks	stop taking preorders		
42	10 days	check handout for update needs		
43	10 days	have info on other nurseries stock - get cards from Gill's if low		
44	10 days	finalize shift schedule - all worker slots full		
45	1 wk	Arrange to store plants & equip in bldg each night; get in early each a.m.		Check with HBC chair
46	1 wk	check HEB and WalMart for hummer plants & prices		if we run out at sale, recommend to buyers
47	1 wk	visit Heep's Nursery & get plants		
48	1 wk	finalize & send info for volunteers on how to work at the plant sale		
49	1 wk	print business cards for request by buyers		

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50	1 wk	print signs: price, native plants, holding area, others		
51	1 wk	finalize NTN order by phone <b>Thursday</b> a.m. before sale		remind of past order problems - did not make changes
52	1 wk	generate & laminate any needed plant signs in MS Publisher		
53	1 wk	gather all sale needs: <b>See supply list</b>		
54	1 wk	Finalize list of PPT plants for sale	PPT lead	
55	1 wk	move PPT plants to staging area (Swiggett: 518 S. Verne St. Rockport)		weekend before sale
56	1 wk	print labels for PPT plants		after delivery
57	same day	Work PPT plants - water, prune, remove old prices from pots, load trays		
58	Tue presale	take delivery of NTN plants (@Swiggett) & separate into 2-day sets		
59	Tu pre sale	finalize handout - include all ordered plants & remove others		
60	Tu pre sale	Handout to printer		
61	Tu pre sale	work NTN plants, mark pots as necessary, load Day 1 plants in trays		
62	Tu pre sale	make pdf of handout & send to person in charge to give to speakers		
63	Tu pre sale	buyers pick-up of special-order plants 2:00-5:00		
64	Thu presale	Final plant work - water, labels, pruning needed, etc		
65	Th pre sale	Pick up handout copies from printer		
66	2-3 days	Treasurer - get money for cash box <b>and receipt books</b>		
67	Thursday	pick up 10 tables at Ext. Office & take to site (label & flag)		
68	day 1 - Fri	transport cones, ladder, carts, black desk, chairs, other equipment to site		
69	day 1 - Fri	transport boxes and bags, <b>tent</b>		
70	day 1 - Fri	transport all small supplies, banner, handouts		
71	day 1 - Fri	transport half of the plants		
72	day 1 - Fri	set up booth - arrange plants, all signs, handouts		
73	day 1 - Fri	remind cash & credit volunteer and receipt writers of duties		as come on duty
74	day 1 - Fri	remind each new sale worker on duties; how to answer questions		as come on duty
75	day 1 - Fri	as the last of a plant type sells, store signs		Holding area or cashier assistant
76	day 1 - Fri	take inventory of what has sold at noon & closing using plant signs		
77	day 1 - Fri	move plants, etc. inside building		last timeslot volunteers
78	day 2 - Sat	move plants, etc outside building; clean up overnight storage area		first timeslot volunteers
79	day 2 - Sat	transport remainder of plants		
80	day 2 - Sat	take inventory of what has sold at noon & closing using plant signs		
81	day 2 - Sat	move plants, etc. inside building		
82	day 3 - Sun	move plants, etc outside building; clean up overnight storage area		
83	day 3 - Sun	take inventory of what has sold at noon & closing using plant signs		
84	day 3 - Sun	transport unsold plants to post-sale area; take down booth		
85	day 3 - Sun	return tables to AgriLife, rolling carts & other equipment to storage		
86	day 1,2,3	make notes during sale on lessons learned		
87	day 4 or 5	consolidate lessons learned for next year		
88	day 4 or 5	document which plants did not sell well and which did		
89	day 4 or 5	request input from volunteers on lessons learned; consolidate		
90	begin Day4	Send out list of remainders to members, NPSOT and sell from holding area		close post-sale when sales stop or slow
91	1 wk post sale	Members can request plant donations to non-profits		
92	post sale	Final: donate remainders to non-profits; return to propagators, or recycle		
93	post sale	obtain Board approval @ <b>Oct meeting</b> for next year's sale		
94	post sale	purchase HBC booth space as soon as offered to get location		
95	post sale	save flats, pots		