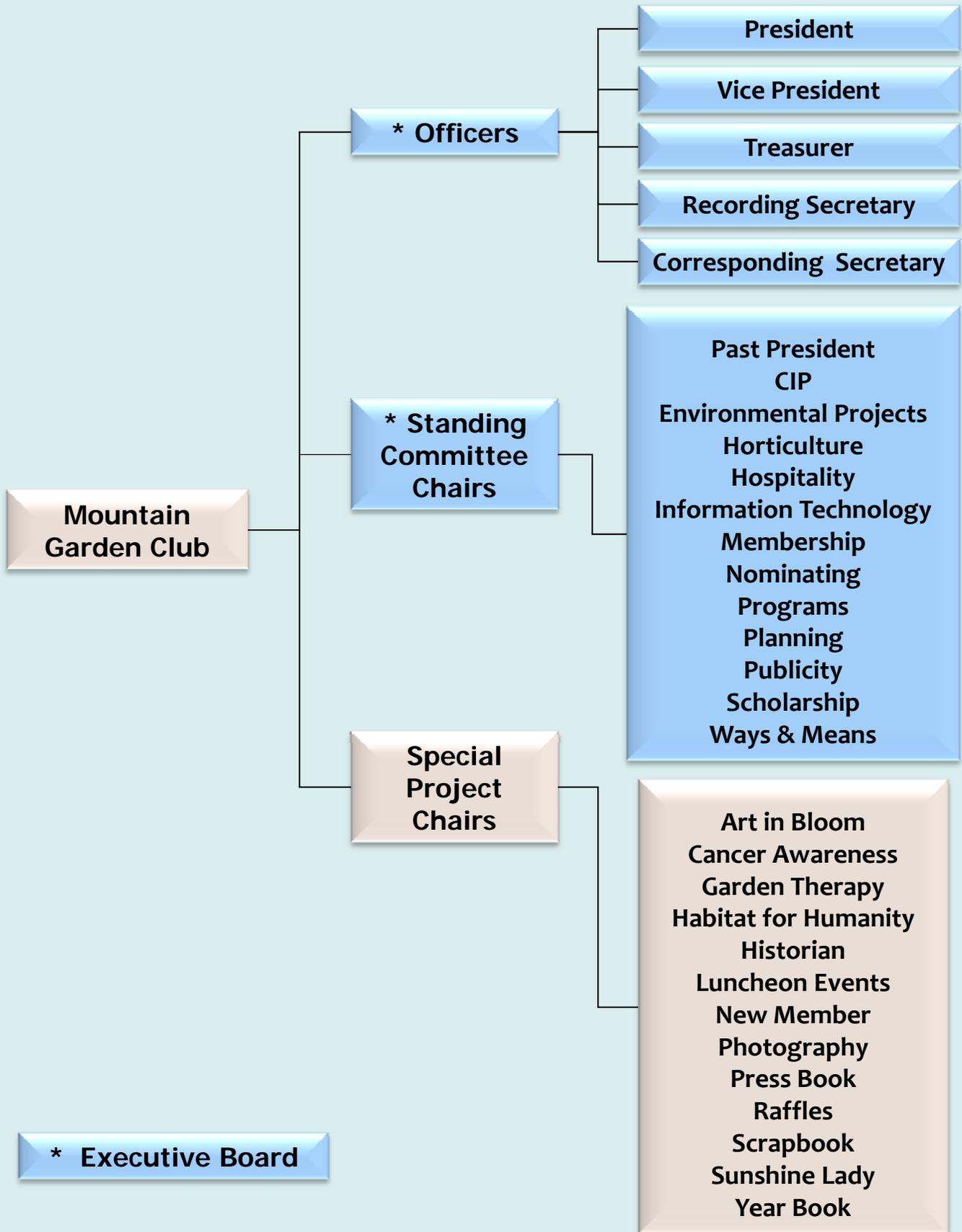


There are four different types of forms:

Position Description Form - Events Form - Publications Form - Timeline Template.

Category	Title	Timeline Included yes/no	Number of Forms
<b><u>Positions Forms</u></b>			
<b>Officers</b>	President	yes	2
	Vice President	no	1
	Treasurer	yes	2
	Recording Secretary	no	1
	Corresponding Secretary	no	1
	Ex-Officio	no	1
<b>Chairs</b>	Civic Improvement	yes	2
	Environmental Projects	yes	2
	Horticulture	yes	2
	Hospitality	yes	2
	Information Technology	no	1
	Membership	yes	2
	Programs	yes	2
	Publicity	yes	2
	Scholarship	yes	2
	Ways & Means	yes	2
<b>Special Projects Chairs</b>	Art in Bloom	no	1
	Cancer Awareness	no	1
	Garden Therapy	no	1
	Habitat For Humanity	yes	2
	Historian	no	1
	Luncheon Events	no	1
	New Member Chair	no	1
	Photography	no	1
	Planning Chair	no	1
	Pressbook	no	1
	Raffles Chair	yes	2
	Scrapbook	no	1
	Sunshine Lady	no	1
	Webmaster	no	1
Yearbook	no	1	
<b><u>Events Forms</u></b>			
	Afternoon in the Garden	yes	2
	Annual Holiday Luncheon	yes	2
	Annual Meeting and Luncheon	yes	2
	Art in Bloom	yes	2
	Fundraiser at Flatbreads	yes	2
	Holiday Workshop & Boutique (plus: Wreaths, Paper Whites)	yes	5
	Home & Garden Show	yes	2
	Lunch and Learns	yes	2
	Monthly Meetings	yes	2
	New Members Reception	yes	2
	Programs	yes	2
	Spring Plant Sale	yes	2
<b><u>Publications Forms</u></b>			
	Pressbook	yes	2
	Scrapbook	yes	2
	Website	yes	2
	Yearbook	yes	2

# Mountain Garden Club - Organization Chart



# Mountain Garden Club – Function Chart

## Leadership

Officers  
Standing Committee Chairs  
Special Project Chairs  
Members  
Volunteers

## Funding

Fund Raisers  
Membership-Fees  
Grants  
Meeting Raffles  
Sponsorships

### **Community Service**

Civic Improvement  
Environmental Projects  
Garden Therapy

### **Education**

Programs  
Exhibits  
Demonstrations  
Workshops  
Art in Bloom

### **Charitable Giving**

Scholarships  
Donations

### **Social**

Garden Tours  
Luncheons  
Meetings



# Mountain Garden Club Position Description Form

**Position Name**

**President**

Date Created: Jan 15, 2010

Form Creator Name: Gini Cornila

Home Phone: 603-447-1176

E-Mail Address: ginic@mac.com

Committee Name: Officer

## Position Overview:

The president is responsible for the overall vision, leadership, and month to month administration of the MGC. Heavy interaction with MGC officers, the membership, committee and event chairpeople, club sponsors, supporters and friends of the club, community partners, and affiliate clubs including the state club, New Hampshire Federation of Garden Clubs (NHFGC), the New England Region of Garden Clubs (NER), the National Garden Club (NGC). The president acts as the informational hub for all incoming and outgoing communications related to the operations of the club.

## Skills/Abilities/Other Requirements:

1. Strong organizational skills.
2. Strong communication skills ranging from the membership to partners, sponsors and the community.
3. Ability to speak in front of people.
4. Moderate writing skills (clear and concise most helpful, motivational or inspirational beneficial).
5. Moderate computer application skills (Microsoft Office, email, some graphic design skills helpful), internet skills including use of online forms and communications, PDF forms.

## Essential Position Functions:

1. Track all events and activities of the club
2. Communicate as necessary with all committee and event chair people.
3. Prepare monthly agendas for the Executive Board Meeting and Program Meeting
4. Facilitate monthly board meeting and program meeting (generally September through June)
5. Stay apprised of NHFGC, NER, and NGC news and initiatives; funnel information to appropriate committee (generally the newly created Planning Committee) for consideration of implementation
6. Attend state meetings whenever possible. If not able to attend, solicit alternative representative.
7. Good understanding of MGC bylaws.
8. Good understanding of NHFGC Green Book (operations manual).

Print Form

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# Mountain Garden Club Time line Template

**Event/Publication**

**President Time Line**

Date Created: May 10, 2010 Form Creator Name: Gini Cornila  
 Event/Pub Date: (appx) Jul 1, 2010 Form Creator Tel.: 603-986-1495  
 Date to Begin By: Jun 1, 2010 Form Creator Email: ginic@mac.com  
 Committee Name: Officer - President

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.

Time Category	Actions Necessary	Tips & Best Practices
July	Active Committees: CIP, Garden Therapy, Ways and Means (Bulb Sale), Habitat for Humanity, Yearbook (help proof, choose a theme for the Holiday Boutique so it can be published in the yearbook) Events - Afternoon in the Garden Board Meeting (if necessary)	Coordinate with active committees to ensure they have the resources they need and that timely communications go to the membership regarding them.  Some committees (Sunshine Lady, Horticulture, Pressbook, Scrapbook are ongoing--check monthly to ensure they have what they need and communications are getting out.
August	Active Committees: CIP, Garden Therapy, Ways and Means (Bulb Sale), Habitat for Humanity Events - Afternoon in the Garden Board Meeting early to mid August to get upcoming year's plans going including agreeing on a date for the Holiday Boutique Planning Meeting in early September NHFGC Lilac Letter submission due August 7th to LLeditor@nhfgc.org. Coordinate with Corresponding Secretary	Email announcement for NHFGC Semi-Annual and have treasurer send in reservation for those who are attending (NHFGC website for info: <a href="http://www.NHFGC.org">www.NHFGC.org</a> ; Username: nhfgc; password: peony
September	Prepare for Meetings: Board and Program (Membership vote on budget), Holiday Boutique Planning Meeting (coordinate with Ways and Means Committee). Active Committees: All the committees involved in monthly meetings (Hospitality, Membership, Programs) become active for all meeting months, CIP, Garden Therapy, Ways and Means (Holiday Boutique, Bulb Sale), Cancer Awareness (see note at right), Luncheon Events (Oct. Lunch and Learn) NHFGC Semi-Annual Meeting	The club supports the Jen's Friends Climb for Cancer--send email and announce at meeting--Coordinate with Lee Coffield, Chairperson Send two email reminders for October Lunch and Learn, (one deadline reminder and one meeting reminder with minutes)



# Mountain Garden Club Time line Template

**Event/Publication**

**President Time Line**

Time Category	Actions Necessary	Tips & Best Practices
October	<p>Prepare for Meetings: Board and Program (Lunch and Learn)            Active Committees: Meeting committees (listed above), Ways and Means (Holiday Boutique, Bulb Sale Recap), Publicity            NHFGC Lilac Letter submission due October 7th to LEditor@nhfgc.org. Coordinate with Corresponding Secretary</p>	
November	<p>Prepare agendas for meetings: Board and Program (Hands-on Floral Design Workshop)            Active Committees: Meeting committees, Ways and Means (Holiday Boutique), Publicity, Cancer Awareness (paperwhites for Holiday Boutique), Publicity, Luncheon            Events: Individual Holiday Boutique Workshops (December Holiday Luncheon)            Holiday Boutique Individual Workshops</p>	Email December Holiday Luncheon notification to all members.
December	<p>Prepare agendas for meetings: Board and Program (Holiday Luncheon)            Active Committees: Ways and Means (preliminary Holiday Boutique report)</p>	Email two Holiday Luncheon Reminders. One first week in December to remind members of the sign up deadline and another to remind them of luncheon with November's minutes.
January	<p>Prepare agendas for meetings: Board and Program            Active Committees: Meeting committees, Programs, Ways and Means (Holiday Boutique Recap and Analysis), New Member Ambassadors-Plan New Member Reception</p>	
February	<p>Prepare agendas for meetings: Board and Program            Active Committees Programs, Scholarship</p>	Early February- email broadcast for New Member Reception
March	<p>Prepare agendas for meetings: Board and Program            Active Committees: Scholarship, Ways and Means (Fryeburg Home, Garden, and Flower Show)            NHFGC Lilac Letter submission due March 7th to LEditor@nhfgc.org. Coordinate with Corresponding Secretary</p>	Early March - email broadcast for April Lunch and Learn Reservations
April	<p>Prepare for meetings: Board and Program (Lunch and Learn)            Active Committees: Scholarship, Ways and Means (Fryeburg Home, Garden, and Flower Show)</p>	
May	<p>Prepare agendas for meetings: Board (Budget preparation for coming year) and Program            Active Committees: CIP, Garden Therapy, Membership, Scholarship, Ways and Means (Fryeburg Home, Garden and Flower Show)            NHFGC Annual Meeting and Award Presentation</p>	2nd week of May - email broadcast for June Luncheon



# Mountain Garden Club Time line Template

**Event/Publication**

**President Time Line**

Click to Add a  
Time Category

June	Prepare agendas for meetings: Board and Program (June Luncheon) Active Committees: CIP, Garden Therapy, Ways and Means (Plant Sale & Flatbread Pizza Night), Events: Annual Plant Sale, Flatbread Pizza Night, Art in Bloom NHFGC Lilac Letter submission due June 7th to LLeitor@nhfgc.org. Coordinate with Corresponding Secretary	
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Print Form



# Mountain Garden Club Position Description Form

**Position Name**

**Vice President**

Date Created: Jan 15, 2010

Form Creator Name: Gini Cornila

Home Phone: 603-447-1176

E-Mail Address: ginic@mac.com

Committee Name: Officer

## Position Overview:

The position of Vice President shall be a two-year term, and will prepare the incumbent for the position of President. The primary role is to support the President and take on the powers and duties in the President's absence. The Vice President shall be responsible for auditing the Treasurer's financial records on an annual basis and oversee the Ways and Means Committee.

## Skills/Abilities/Other Requirements:

- Good writing, speaking, analytical and organizational skills.
- Moderate computer skills (basic word processing, email, and spreadsheet).
- Leadership and dependability.
- Ability to work with the membership at large and outside contacts.
- Interest in gardening and its broad reaching concerns, but not necessary to be at the level of master gardener or know the Latin names of plants.

## Essential Position Functions:

- Stand in for and assist the President with meetings, communications and ideas to further club goals and activities.
- Chair the Ways and Means Committee with the help of the Executive Board. Identify Team Leaders for the 5 major fundraisers during the year: Spring Bulb Sale, Flatbread's Pizza Night, Holiday Boutique, Fryeburg Home, Garden & Flower Show, and the Annual Plant Sale. Work with the Team Leaders to ensure that there are enough volunteers to adequately carry out the event. Ensure all details are attended to and a complete accounting of the event is submitted to the board, and ultimately the club, in a timely manner at the conclusion of each event.
- Review the annual budget after the Executive Board assembles it and before it is submitted to the membership for approval. Verify that all information is correctly entered and calculated, as provided by the Treasurer.
- Attend all member and board meetings (approximately 10 per fiscal year).
- Attend, when possible, the NHFGC meetings (Annual, Semi-Annual and Advisory Board Meetings), NER and NGC meetings, and if within reasonable driving distance.



# Mountain Garden Club Position Description Form

**Position Name**

**Vice President**

- Learn about the relation between the MGC, the New Hampshire Federation of Garden Clubs, In. (NHFGC) and the five Districts, the New England Regional Garden Clubs, Inc. (NER) and the National Garden Clubs, In. (NGC). Become familiarized with operational guidelines as outlined in the Green and Blue Books.

Print Form

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# Mountain Garden Club Position Description Form

**Position Name**

**Recording Secretary**

Date Created: Jan 15, 2010

Form Creator Name: Anne Chase

Home Phone: 603-383-4166

E-Mail Address: achase@chasepublishing.com

Committee Name: (If Applicable)

## Position Overview:

The Secretary is an officer and member of the Executive Board of the Mountain Garden Club who is elected for a two-year term. The Secretary is responsible for taking minutes at all of the Executive Board Meetings and the monthly Programs of the Club. In addition to taking minutes, the Secretary is responsible for maintaining a notebook containing all of the finalized minutes of the Executive Board and monthly Club Programs.

## Skills/Abilities/Other Requirements:

The Secretary needs the ability to take notes accurately during meetings. She/he needs good writing skills and an ability to work closely with the President to make sure that the minutes reflect the intent of the Executive Board. The position requires computer knowledge (word processing programs) and familiarity with the internet and web in order to transmit drafts of minutes to the President. Knowledge of the Club By-Laws and the structure and workings of the Standing Committees and the Special Projects Committees is helpful. The Secretary may choose to use a recorder during meetings to provide a backup when writing the minutes.

## Essential Position Functions:

The Secretary takes minutes at all of the Executive Board Meetings and the monthly Programs of the Club. She/he submits completed minutes of each meeting to the President for editing and review. The Secretary is responsible for maintaining an archival notebook containing all of the finalized minutes of the Executive Board and monthly Club Programs from prior years up through the present.



# Mountain Garden Club Position Description Form

**Position Name**

**Corresponding Secretary**

Date Created: Feb 10, 2010

Form Creator Name: Anne Ficke

Home Phone: 603-374-9042

E-Mail Address: arf206@earthlink.net

Committee Name: Corresponding Secretary

## Position Overview:

The Corresponding Secretary (CS) is an Executive Board position. The CS will attend Executive Board meetings whenever possible. The CS will be responsible for assuming the job of the Recording Secretary in her/his absence at board meetings or business meetings. The CS will attend to all club correspondence and send out notices to individuals, organizations and newspapers as needed. The CS will notify the New Hampshire Federation of Garden Club's (NHFGC) CS of officer changes on even-numbered years. The CS will oversee the awards process and timely submission of awards certificates to NHFGC and the National Garden Clubs, Inc. The CS will ensure that MGC stationery is available and distribute it when requested.

## Skills/Abilities/Other Requirements:

1. Good writing and grammar skills.
2. Organizational skills to coordinate written material and meet deadlines for distribution of minutes in the absence of the recording secretary, as well as completion and delivery of awards certificates.
3. Moderate computer knowledge of word processing and e-mail.
4. Ability to interface with organizations outside of the MGC.

## Essential Position Functions:

1. Assumes the responsibilities of the Recording Secretary when she/he is absent, taking minutes at either the board meeting or business meeting and recording them for distribution before the next meeting.
2. Attends board meetings periodically to become familiar with the role of the Recording Secretary and the meeting procedure.
3. Writes thank you notes to individuals or organizations that have helped MGC in some way that should be recognized.
4. Writes Letters to the Editor after a special event or fund raiser thanking the community and donators, if there are any. The Letter to the Editor can be e-mailed to the publicity chairperson to forward to the local newspapers.
5. Keeps the club and officers apprised of awards deadlines and encourages club to apply for awards that they may not be aware of. A complete list and description of awards is available on the NHFGC website.
6. Fills out award certificates (also available on NHFGC website), arranges for the MGC president to sign them and ensures that they accompany the submission for a particular award.
7. Notifies the NHFGC's corresponding secretary of new MGC officers (names, addresses, telephone



# Mountain Garden Club Position Description Form

**Position Name**

**Corresponding Secretary**

numbers, e-mail addresses) after they are installed in even-numbered years.

8. Maintains an adequate supply of MGC stationery and distributes it to Board Members as requested.

Print Form

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# Mountain Garden Club Position Description Form

**Position Name**

**Treasurer**

Date Created: January 15, 2010

Form Creator Name: Virginia Kanzler

Home Phone: 207-935-1236

E-Mail Address: blueyes1957@yahoo.com

Committee Name: N/A

## Position Overview:

The Treasurer is the financial officer of the club and keeps the permanent financial records. The Treasurer collects dues, holds and pays out funds subject to the approval of the Executive Board, and deposits funds in the name of the Mountain Garden Club. The Treasurer presents a written statement of all receipts and expenditures at each Board of Directors meeting, and announces the financial status to the club at large at each monthly meeting. At the annual meeting, the Treasurer shall render a written report, properly attested to by the Vice President.

## Skills/Abilities/Other Requirements:

Financial accounting experience or enough computer experience and knowledge to use and understand Quickbooks software.

## Essential Position Functions:

Paying the bills of the club and reimbursing members for their expenses, accurately recording each line item, and keeping on file the expense reports as paid. Collecting and depositing dues, monthly raffle monies, and special event monies. Being responsible for paying annual dues to the NHFGC, insurance, and tax reporting. Balancing the checkbook monthly, keeping statements and deposit receipts, and presenting a Profit and Loss detail to the Executive Board each month. Reporting the status of the monies to the membership at large at each monthly meeting. Keeping and maintaining the cash boxes and bringing them to the monthly meetings and individual events. Making sure each special event is covered with a proof of insurance if requested.

Print Form

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# Mountain Garden Club Time line Template

**Event/Publication**

**Monthly duties**

Date Created: January 15, 2010 Form Creator Name: Virginia Kanzler

Event/Pub Date: (appx) \_\_\_\_\_ Form Creator Tel.: \_\_\_\_\_

Date to Begin By: July 1 Form Creator Email: blueyes1957@yahoo.com

Committee Name: (If Applicable)

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.

Time Category	Actions Necessary	Tips & Best Practices
July	This is the beginning of the fiscal year for the club. All past bank statements should be filed in permanent storage. Report to the Executive Board. Look for CD maturity and handle according to the directive of the Executive Board.	Quickbooks automatically closes out the fiscal year. The treasurer should maintain permanent file storage boxes. Information from any new members should be given to the Executive Board and to the Membership Chair.
August	Balance the check book for July. Pay any bills submitted and file expense reports. Deposit any dues for new members, or any other monies received. Report to the Executive Board.	Quickbooks reconcile offers a Detail Report of the monthly statement which can be kept with the bank statements. Expense reports can be filed separately for reference if necessary.
September	Balance the check book for August. Pay any bills submitted and file expense reports. Deposit any dues for new members, or any other monies received. Report to the Executive Board. Bring cash box and raffle tickets to monthly meeting for raffle. Present status of club monies to the membership. Collect and deposit raffle monies and new club memberships.	Some meeting places require Proof of Insurance. This should be handled prior to meeting at that facility. If any special fund raising events have taken place, these monies are also collected and deposited.
October	Balance the check book for September. Pay any bills submitted and file expense reports. Deposit any dues for new members, or any other monies received. Report to the Executive Board. Bring cash box and raffle tickets to the monthly meeting for raffle. October is typically a Lunch and Learn. A report to the membership at large is at the discretion of the Executive Board. Collect and deposit raffle monies and new club memberships. Collect and deposit payments for Lunch and Learn from that Event Coordinator. Pay the restaurant for services rendered.	Bring proof of insurance and the check book to every monthly meeting. Also, a cash receipt book is helpful to record any cash (as opposed to checks) given so you know what the cash is for and who it is from.
November	Balance the check book for October. Pay any bills submitted and file expense reports. Deposit any dues for new members, or any other monies received. Report to the Executive Board. The November meeting is typically a workshop meeting, therefore no raffle cash box or report of club status is required. E-file to the IRS by the 15th day of the 5th month after the close of the club's fiscal year. Look for CD maturity and handle according to directive of the Executive Board.	Monies will be collected for the workshop, so the cash receipt book should be brought to the meeting.



# Mountain Garden Club Time line Template

**Event/Publication**

**Monthly duties**

Time Category	Actions Necessary	Tips & Best Practices
December	<p>Balance the check book for November. Pay any bills submitted and file expense reports. Deposit any dues for new members, or any other monies received. Report to the Executive Board. Prepare cash boxes for Holiday Boutique with extra cash in denominations as requested by cashiers. Collect and deposit monies from the Holiday Boutique. Bring cash box to Holiday Luncheon for raffle. Collect and deposit monies from Holiday Luncheon from the Event Coordinator. Pay the restaurant for services rendered. Collect and deposit raffle monies. Send monies collected from the luncheon to Angels and Elves. Send monies collected from the Holiday Boutique to Jen's Friends. Pay insurance premium for policy expiring January 2. Submit State of NH non-profit report due December 31, 2010.</p>	<p>Have monies from the Holiday Boutique counted by another club member before receiving and recounting monies. This is helpful with the large sums of cash received from this event.</p>
January	<p>Pay NHFGC dues for any new members joining after the start of the new fiscal year. Balance the check book for December. Pay any bills submitted and file expense reports. Deposit any dues for new members, or any other monies received. Report to the Executive Board. Bring cash box to monthly meeting for raffle, and present status report to membership at large. Collect and deposit raffle monies.</p>	<p>Quickbooks will generate a report of new members for ease of payment to the state.</p>
February	<p>Balance the check book for January. Pay any bills submitted and file expense reports. Deposit any dues for new members, or any other monies received. Report to the Executive Board. Bring cash box to monthly meeting for raffle, and present status report to membership at large. Collect and deposit raffle monies.</p>	
March	<p>Balance the check book for February. Pay any bills submitted and file expense reports. Deposit any dues for new members, or any other monies received. Report to the Executive Board, and begin budget preparation for the coming fiscal year. Bring cash box to monthly meeting for raffle, and present status report to membership at large. Collect and deposit raffle monies. Begin collecting dues for the coming year.</p>	<p>Have a sign-in list of all members when you begin collecting dues for check off those members that have paid.</p>
April	<p>Balance the check book for March. Pay any bills submitted and file expense reports. Deposit any dues for new or returning members, or any other monies received. Report to the Executive Board and continue budget preparation for the coming fiscal year. April is typically a Lunch &amp; Learn. A status report to the membership at large is at the directive of the Executive Board. Bring a cash box for the raffle. Collect and deposit raffle monies. Collect and deposit Lunch &amp; Learn monies from the Event Coordinator, and pay the restaurant for services rendered. Have a Proof of Insurance sent for the Home &amp; Garden Show.</p>	



# Mountain Garden Club Time line Template

Event/Publication

Monthly duties

Click to Add a  
Time Category

May	Balance the check book for April. Pay any bills submitted and file expense reports. Continue to collect and deposit dues for new and existing members. Report to the Executive Board and finalize budget for presentation to the membership at large. Bring a cash box to the monthly meeting for the raffle. Present the budget to the membership at large. Collect and deposit raffle monies. Prepare cash boxes for the Home & Garden Show. Collect and deposit those monies. Make dues payment to NHFGC due June 1.	Information on address to send state dues should be kept in the "bible".
June	Balance the check book for May. Pay any bills submitted and file expense reports. Continue to collect and deposit dues for new and existing members. Report to the Executive Board. Bring a cash box to the luncheon for the raffle. Collect and deposit the raffle monies. Collect and deposit luncheon monies from the Event Coordinator, and pay the restaurant for services rendered.	Have fun and socialize!

Rev. TL11/09-05

Print Form



# Mountain Garden Club Position Description Form

**Position Name**

**Ex-Officio**

Date Created: 11/12/2009

Form Creator Name: Annie Ficke

Home Phone: 603-374-9042

E-Mail Address: arf206@earthlink.net

Committee Name: (If Applicable)

## Position Overview:

The most current past president of the Mountain Garden Club serves as ex officio member of the board for a term of two years. She/he is afforded the same rights as other members of the board, including debate, making formal motions and voting. The ex officio member attends board meetings by virtue of her/his office, rather than being elected to the position.

The Executive Board has by custom elected the ex officio to be chairperson of the Nominating Committee. This committee shall consist of at least three members who are responsible for providing a slate of officers for the election at the Annual Meeting on even-numbered years.

The ex-officio provides guidance and knowledge of the position of president and the workings of the club to the executive board members, in particular, the current president and vice president.

In the case of the Mountain Garden Club specifically and as voted by the Executive Board in 2008, she/he assumes the chairmanship of the Alice T. Madden Scholarship Fund for the same two-year period.

## Skills/Abilities/Other Requirements:

1. A thorough knowledge of the position of MGC president, the club's By-Laws and how the executive board conducts business.
2. A good understanding of all the standing committees that are part of the Executive Board and the role they play in the club.
3. A good understanding of the interrelationship between the Mountain Garden Club and District 1, the New Hampshire Federations of Garden Clubs, the New England Regional Garden Clubs and the National Garden Clubs, Inc.

## Essential Position Functions:

1. Serve a two-year term as ex officio member.
2. Be available and willing to provide guidance and support to the Executive Board, that is comprised of the officers and standing committee chairpersons.
3. As ex officio member, assume the chairperson position for the Scholarship Fund for the same two-year term. Refer to the Scholarship Position Description for detailed information on the Scholarship Chairperson.
4. Attend executive board meetings whenever possible.
5. Attend state and regional meetings whenever possible.



# Mountain Garden Club Position Description Form

**Position Name**

**Civic Improvement Chairperson**

Date Created: Jan 15, 2010

Form Creator Name: Norma Whitmore

Home Phone: 356-9512

E-Mail Address: pumpkin76@roadrunner.com

Committee Name: Civic Improvement (If Applicable)

## Position Overview:

The Chair together with a committee of five shall be responsible for suggesting, coordinating, and carrying out CIP projects. These projects consists of summer maintenance and planting of various sites in the Valley. There are on going sites that the club does each year.

The sites are as follows: Bartlett - Will's Park ,Fountain Park and Veteran's Memorial; Conway Traffic Islands; Freedom Library; Jackson Gazebo and Town Hall Gardens; North Conway Schouler Park and Trough and Connie Davis Watson Park.

In December CIP provides sixteen Wreaths for various Community Buildings. They are as follows: Bartlett (1)Town Hall and (1)Library; Center Conway (2)Town Hall; Conway (2)Library and (1)Police Station; Freedom (1)Town Hall; Jackson (1 each) Library, Town Hall, Fire Station and Old Town Hall, North Conway (2)Community Center and (2)Library for a total of 16 wreaths.

Planting of a Memory Tree at a school if needed.

Other Duties: Any community projects to create beauty in the Valley such as planting trees, plants and bushes.

## Skills/Abilities/Other Requirements:

Organizational, communication skills

## Essential Position Functions:

Summer Sites: Set up a sign up sheet for volunteering and from the sheet get a coordinator for each site. Give a list of the volunteers for each site to the respective coordinator.

Wreaths: Have someone create the bows for the wreaths. Order the Wreaths.



# Mountain Garden Club Position Description Form

**Position Name**

**Civic Improvement Chairperson**

Tree Planting: Assess the need for a tree.

Review and present to the Board any other suggestions for the Club to consider for CIP.

Print Form

Rev. POS11/04-01



# Mountain Garden Club Time line Template

**Event/Publication**

**CIP Summer Projects**

Date Created: Jan 17, 2010 Form Creator Name: Norma Whitmore  
 Event/Pub Date: (appx) Jun 1, 2010 Form Creator Tel.: 356-9512  
 Date to Begin By: Apr 1, 2010 Form Creator Email: pumpkin76@roadrunner.com  
 Committee Name: Civic Improvement)

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
2 Mos. ahead	Early in April create a sign up sheet for the various community sites that need volunteers to be brought to the April, May and June meetings for members to sign up to help at the site of their choice.	Need to be sure to have the sign up sheet at the May and June meeting as there are always members at these meetings who were not at the previous meetings.
1 Wk ahead	Early in June give to the coordinator of each site a list of their volunteers.	
12 Mos. ahead		
12 Mos. ahead		

Rev. TL11/09-05

Print Form



# Mountain Garden Club Position Description Form

**Position Name**

**Horticulture Chair**

Date Created: January 26, 2010

Form Creator Name: Marcia Burchstead

Home Phone: 603-356-8462

E-Mail Address: mburchstead@roadrunner.com

Committee Name: (If Applicable)

## Position Overview:

To research and present information related to all aspects of horticulture

## Skills/Abilities/Other Requirements:

I believe having a Master Gardener in this position would be optimal. Also being able to research current topics online as well as subscribing to online gardening sites would be essential. Attending related workshops, seminars or symposiums and reporting back to the members would also be useful. The Spring Symposium organized by the NH Master Gardeners provides a wealth of information.

## Essential Position Functions:

- 1) Prepare and present monthly horticulture report for the membership.
- 2) Distribute information on workshops, seminars, symposiums or other horticulture related activities and events such as garden tours, plant sales, etc.
- 3) Distribute pertinent information during the months when the club does not meet.
- 4) Optional would be to organize trips to events such as flower & garden shows, Art in Bloom, botanical gardens such as Coastal Maine, Strawberry Banke, etc.
- 5) Assist when applicable with other club activities including the plant sale and publicity committee.
- 6) It would be advantageous to have two members share this duty so that if one were unavailable a report could still be prepared and presented.

Print Form

Rev. POS11/04-01



# Mountain Garden Club Position Description Form

**Position Name**

**Hospitality**

Date Created: Jan 15, 2010

Form Creator Name: Jean Perry

Home Phone: 603-356-5071

E-Mail Address: jperry1966@aol.com

Committee Name: Hospitality

## Position Overview:

The chairperson will be responsible for lining up committees to provide beverage and goodies for our social hour with a theme at the monthly meetings and sales events. To assist at each meeting when necessary. To attend the board meetings.

## Skills/Abilities/Other Requirements:

Organizational and communication skills

## Essential Position Functions:

1. Get sign-up sheets out to general membership.
2. Finalize teams in place by the end of June; 6 member team, one being chairperson.
3. Check supplies and get them to the chairperson for September meeting.
4. Notify chairperson at least 3 weeks prior to meeting. Send "helpful" information to assist with the team.
5. Arrive at meeting early enough to oversee set-up to have consistency.
6. Oversee clean-up.
7. Pass supplies on to the next chairperson.
8. Attend monthly board meetings.

Print Form

Rev. POS11/04-01



# Mountain Garden Club Time line Template

**Event/Publication**

**Hospitality**

Date Created: Feb 8, 2010 Form Creator Name: Jean Perry  
 Event/Pub Date: (appx) \_\_\_\_\_ Form Creator Tel.: 603-356-5071  
 Date to Begin By: April Form Creator Email: jperry1966@aol.com  
 Committee Name: (If Applicable)

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
April meeting	Have sign-up forms at April meeting for members to select the monthly meeting they would like to help prepare for the hospitality, the following year.	Six (6) members each month: one (1) to serve as chairperson to organize.
May meeting	Remind members to sign up at this meeting, if they have not already done so. Collect forms.	Personally ask members to sign up.
After May meeting	Call Members to fill empty slots.	Call new members or old members who have not helped out recently with hospitality.
June 1 or before	Get sign-up information to Yearbook chairperson and/or president.	
June plant sale	After meeting, collect all supplies; coffee pots and storage containers	Last meeting with hospitality until September
August	Check and organize all supplies in storage containers	Have ready for September meeting
August	Update information sheet for monthly chairperson	Helpful hints about supplies needed and food suggestions and number to plan for.
2 Wks. ahead	E-mail and/or call September chairperson with names of the team. Get supplies to chairperson ,so team will know what additional supplies will be needed.  Send information sheet	Remind chairperson to contact each team member to help with food and supplies.
1 Wk ahead	Buy coffee , tea and sugars as needed Contact chairperson to see that everything is on schedule for meeting.	The garden club supplies coffee, tea, sugars. All others are provided by team.
Day of	Get to meeting place early to unlock if necessary. Make coffee. Help with set-up if needed.	Making the coffee saves time and confusion with new teams coming in each month
Day of	After meeting hand off coffee pots and supplies to next month's chairperson.	Name and phone number of monthly chairperson will be listed on one of the storage containers.
Day of	Double check to be sure everything is cleaned up and all appliances are shut off. Lock up if necessary.	



# Mountain Garden Club Position Description Form

**Position Name**

**Information Technology Chair**

Date Created: May 22, 2010

Form Creator Name: D. D. Warren

Home Phone: 603-383-9760

E-Mail Address: dd@jacksoncreations.com

Committee Name: (If Applicable)

## Position Overview:

The IT chair is responsible for keeping the club updated on the uses of IT for the benefit of the club. The Chair will also be the clubs go to person for help in using technology. The education of the clubs members on how to use any of the technology that the Board agrees to use for conducting its business will fall upon the IT Chair.

## Skills/Abilities/Other Requirements:

Knowledge of both hardware and software products used by the club is a necessity. Helping the President keep the club's notebook computer up to date is the IT Chair's responsibility. Making sure that the Notebook has the most recent club templates, boiler plates and other such material's as the IT Chair deems necessary is also a requirement.

## Essential Position Functions:

Keep abreast of Technology and it's various applications for the Club. Work closely with the Web Chair to make sure that the club's web site is always technically up to date. Inform the Board of any technology that may aid in the management of the Club and in the conducting of the Club's business.

Print Form

Rev. POS11/04-01



# Mountain Garden Club Position Description Form

**Position Name**

**Membership Chair**

Date Created: Jan 15, 2010

Form Creator Name: Sue Andelman

Home Phone: 603-383-9506

E-Mail Address: susanandelman@hotmail.com

Committee Name: Membership

## Position Overview:

The Membership Chair is responsible for maintaining an accurate membership list, name tags, and for recording attendance at all meetings. The Chair is also responsible to greet guests and have them sign the club Guest Book .

In addition, the Chair is responsible for distribution of the Yearbooks at the first meeting of the fiscal year (September) and subsequently to new members as they join.

## Skills/Abilities/Other Requirements:

1. Good organizational skills
2. Outgoing personality
3. Some basic computer knowledge is an advantage
4. Some writing skills are an advantage

## Essential Position Functions:

1. Attend monthly meeting and set up member tags and relevant material
2. At end of monthly meetings, collect name tags and sort alphabetically in preparation for the next meeting
3. Provide membership list to NHFGC Lilac Letter Chair
4. Assemble and distribute member booklets (Yearbook) at first meeting. If member is not present, the Chair is responsible to mail or deliver booklet .
5. Distribute membership application to prospective members
6. Coordinate membership information with Yearbook Chair for master database. Ensure that each new member has a name tag created for them
7. Bring name tags (if necessary) to luncheon meetings ( and collect same afterwards). Check in at luncheon meetings is the responsibility of the Luncheon meeting Chair - therefore, the membership Chair will support the Luncheon Chair as required
8. Attend new member reception and be part of planning committee



# Mountain Garden Club Position Description Form

**Position Name**

**Membership Chair**

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9. Ensure that Membership duties are covered at every meeting (i.e.: if Chair unable to attend, Co-Chair or chosen representative will assume responsibilities)

Print Form

Rev. POS11/04-01



# Mountain Garden Club Time line Template

**Event/Publication**

**Membership**

Date Created: Mar 8, 2010 Form Creator Name: DD Warren  
 Event/Pub Date: (appx) monthly Form Creator Tel.: (603) 383-9760  
 Date to Begin By: ongoing Form Creator Email: dd@jacksoncreations.com  
 Committee Name: Membership

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.

Time Category	Actions Necessary	Tips & Best Practices
September	<ol style="list-style-type: none"> <li>1. Receive Yearbooks from Yearbook Chair. Kit the books in small plastic bags with ID cards and member name for distribution at first formal meeting in September.</li> <li>2. Make an announcement at the meeting to ask members to hand deliver books to their friends who were unable to attend the September meeting. This will save the club a lot of dollars for postage.</li> </ol>	<ol style="list-style-type: none"> <li>1. It is important to distribute the books, name badges and other pertinent information in a very organized fashion at the check in table. Have an additional person who can help check in and check off books received.</li> <li>2. Have members who take books for others, sign for the books.</li> </ol>
late Sept.	<ol style="list-style-type: none"> <li>1. Mail out any Yearbooks that were not distributed to or through friends of members</li> </ol>	<ol style="list-style-type: none"> <li>1. The Yearbook has all the pertinent meeting information and it is important that members receive them in September to ensure they are fully informed.</li> </ol>
wk before mtg	<ol style="list-style-type: none"> <li>1. Ensure that any members who joined since last meeting have a name badge.</li> <li>2. Ensure check in list is created to record meeting attendance.</li> </ol>	<ol style="list-style-type: none"> <li>1. The Yearbook Chair keeps the database for the club. It is extremely important to coordinate new member data with the Chair.</li> </ol>
Day of	<ol style="list-style-type: none"> <li>1. Layout all name badges in alphabetical order. Guests should receive a "guest" badge. Presenters should receive "guest speaker" badge and those who join during the meeting should receive a "new member" badge.</li> <li>2. Check in all members and guests and record number in attendance.</li> <li>3. Provide membership applications to any guests who wish to join.</li> <li>4. Be prepared to provide credentials (membership and guest count) to President when called upon during the business meeting.</li> <li>5. Collect name badges as members and guests leave</li> </ol>	<ol style="list-style-type: none"> <li>1. Having the badges pre organized makes set up at the monthly meeting faster and easier.</li> <li>2. It is important to keep accurate count of members and guests in attendance for our records.</li> <li>3. Provide a Yearbook to new members who join at the meeting.</li> </ol>
Day after	<ol style="list-style-type: none"> <li>1. Reorganize all name badges into alphabetical order.</li> </ol>	



# Mountain Garden Club Time line Template

Event/Publication

Membership

Click to Add a  
Time Category

Time Category	Actions Necessary	Tips & Best Practices
quarterly	<ol style="list-style-type: none"><li>1. Provide membership list to NHFGC Lilac Letter editor</li><li>2. When Lilac Letter is sent out, print hard copies for those members who do not have email.</li></ol>	<ol style="list-style-type: none"><li>1. Lilac Letter is now coming out electronically, so need to work with Yearbook Chair for acceptable format.</li></ol>
yearly	<ol style="list-style-type: none"><li>1. Attend new member reception and be part of planning committee</li></ol>	<ol style="list-style-type: none"><li>1. Either bring name badges or provide name tags for members in attendance and for new members.</li></ol>

Rev. TL11/09-05

Print Form



# Mountain Garden Club Position Description Form

**Position Name**

**Program Chair (coordinator)**

Date Created: 2/11/2010

Form Creator Name: Wendy McVey

Home Phone: 603-383-6789

E-Mail Address: wm.mcvey@roadrunner.com

Committee Name: Programs

## Position Overview:

The Program Chair works as a coordinator with at least five club members to research prospective programs for the forthcoming calendar year. Programs are then planned, speakers contacted, location selected, and club members assigned to detail planning and execution of each monthly event. There are programs or events during each month, but regular meetings begin in September till May of the following year.

## Skills/Abilities/Other Requirements:

1. Keen interest in promoting and offering good programs to the membership, keeping in mind the purpose and object of the Mountain Garden Club.
2. Good organizational skills.
3. Moderate writing skills.
4. Moderate computer skills.
5. Ability to speak in front of people.
6. Ability to feel comfortable calling new prospective speakers.
7. Attend monthly Board meetings.

## Essential Position Functions:

Call program planning committee meeting.  
Make sure that all events are filled for the proceeding club year.  
Share all information and coordinate with officers and other board members.



# Mountain Garden Club Time line Template

**Event/Publication**

**Programs Time Line**

Date Created: 2/11/2010 Form Creator Name: Wendy McVey  
 Event/Pub Date: (appx) \_\_\_\_\_ Form Creator Tel.: 603-383-6789  
 Date to Begin By: month of February Form Creator Email: wm.mcvey@roadrunner.com  
 Committee Name: (If Applicable) Monthly Programs

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.

Time Category	Actions Necessary	Tips & Best Practices
12 Mos. ahead	Start to collect ideas for programs.	<p>Ideas come from many sources. Newspaper, magazine articles, speaking with friends who belong to other garden clubs, tapping ideas from our own club members especially important. New Hampshire state supplied info through UNH. Info from other Federated clubs. Garden web sites. Local owner of garden centers.</p> <p>Solicit ideas previous to first meeting from MGC members. Select club members who have some knowledge of what has been presented in the past, and have a feeling of what might be well received as a possible program in the future.</p>



# Mountain Garden Club Time line Template

**Event/Publication**

**Programs Time Line**

Time Category	Actions Necessary	Tips & Best Practices
7 Mos. ahead	<p>Select members from MGC who have interest and ideas in helping decide schedule for next years programs. First meeting may be after February board meeting at Met. At this meeting tasks and contacts for possible meetings and events will be divided up as needed.</p> <p>Schedule of monthly events as of 2010-2011: (Program chair responsible '*')</p> <p>Meetings are usually scheduled on 3rd Mon. of month.</p> <p>Sept. - Monthly meeting &amp; program*</p> <p>Oct. - Fall Lunch and Learn*</p> <p>Nov. - Monthly meeting, Educational Workshop (a MGC mem.)</p> <p>Dec. - Holiday Boutique Workshop &amp; Sale (a MGC mem.) Holiday Luncheon (a MGC mem.)</p> <p>Jan. - Monthly meeting &amp; program*</p> <p>Feb. - Monthly meeting &amp; program*</p> <p>Mar. - Monthly meeting &amp; program*</p> <p>April - Spring Lunch &amp; Learn*</p> <p>May - Monthly meeting &amp; program*</p> <p>June - MGC Plant Sale (a MGC mem.) Annual Meeting &amp; Luncheon (Pres. &amp; Board)</p> <p>July - Afternoon in the Garden * (select chair.)</p> <p>August - Afternoon in the Garden * (select chair.)</p> <p>* Special Events and Fundraisers are part of the MGC calendar, but not part of the program chair's responsibility</p>	<p>After meeting discussions, time for future research into possible speakers.</p> <p>Fees &amp; Budget are also part of this meeting.</p> <p>REGARDING LOCATION: SPECIAL EVENTS and yearly Christmas and Annual Meeting Luncheons locations may differ each year and are selected by the President or persons in charge of those events.</p> <p>PROGRAM LOCATIONS: Are selected by the Programing Planning Committee each year. However, there has been a constant location for the five monthly programs (Sept., Jan., Feb., March, May). Tin Mountain Conservation Center in Albany - September (Wendy McVey has made this contact)</p> <p>The Salyards Center for the Arts - January, February, March. (Annie Ficke has been making this contact)</p> <p>'To be decided' location, depending on program - for May. (person in charge of this program makes arrg.)</p> <p>Contract forms may need to be filled out for facility usage. Insurance forms.</p>
4 Mos. ahead	<p>For matters, of publicity and publication of the MGC member annual booklet, all dates, program selections, and information on speakers should be in place by end of May-mid June for the following new season. (See above schedule.)</p> <p>Information to: Presently, DD Warren and John Bruni for booklet.</p> <p>Obtain from speakers: 1. a recent photo, 2. Biography, 3. Title of Talk, 4. Brief Description of talk.</p> <p>Annie Ficke info for publicity.</p>	<p>Speakers may be contacted by a couple members of the committee. Thus information is shared via email until all programs are in place. A brief meeting should be held to verify all dates, speakers, &amp; locations--and person responsible.</p> <p>Communications with speakers: Contact via phone--sometimes nice if you have a referral. Email or letter.</p> <p>Have found that one of the biggest part of the job is staying intouch with speakers. Because such advanced arrangements are made, a note of reminder once or twice during the year is a good thing.</p> <p>*Once MGC booklet has been printed, send copy to each speaker, clipping page on which their program is printed.</p>



# Mountain Garden Club Time line Template

Event/Publication

Programs Time Line

Click to Add a  
Time Category

<p>1 mos. ahead</p>	<p>Contact speaker again by phone and or e-mail. Make sure the speaker is clear on where and when the meeting is. Also that we are clear on what special arrangements or equipment might be needed for their presentation.</p> <p>*Payment check. How should it be made out? Notify treasurer. Treasurer will bring check to meeting.</p>	<p>Sometimes speakers are not quick to respond to our communication, but that is because most have full time jobs and are busy. Just need to keep on top of them.</p>
<p>Day or two ahead</p>	<p>Just touch base again. Get their cell phone number and give number of location or your cell phone incase of emergency. Double check on arrival time.</p> <p>Note of thanks can be giving that day with check enclosed, or a separate note can be written after.</p>	<p>During winter months, Jan, Feb, March we schedule a back up date in case of bad weather (when program is booked)</p> <p>*The member who is responsible of speaker, does the introduction at meeting, and also hands out check and thank you note, unless other arrangements have been made.</p>

Rev. TL11/09-05

Print Form



# Mountain Garden Club Position Description Form

**Position Name**

**Publicity**

Date Created: Jan 21, 2010

Form Creator Name: Anne Ficke

Home Phone: 603-374-9042

E-Mail Address: arf206@earthlink.net

Committee Name: Publicity

## Position Overview:

The Publicity Chairperson is responsible, along with committee members (ideally three), for publicizing meetings, fund raisers and other MGC events to local media outlets. The Publicity committee plays an important role in informing the public through periodic press releases about the extensive community service and scholarship program MGC provides to the citizens of the Mount Washington Valley. For major MGC fund raisers, the committee ensures that posters are distributed via the MGC members to businesses and organizations throughout the Valley. The Publicity committee also submits reports to the New Hampshire Federation of Garden Clubs' (NHFGC) official publication, the Lilac Letter, four times a year.

## Skills/Abilities/Other Requirements:

1. Good writing and grammar skills.
2. Organizational skills to maintain media contact list and meet deadlines for newspapers and magazines.
3. Moderate computer knowledge of word processing, e-mail and the internet to be able to post on media web-sites.
4. Good communication skills to interface with media personnel.

## Essential Position Functions:

1. Maintain and update current list of contacts at newspapers, periodicals and tourist web-sites.
2. Publicize meetings, fund raisers and other MGC events to local media outlets (newspapers, radio stations, MWV Chamber, AmericanTowns.com, and local cable access stations).
3. Follow up with Media Outlets to ensure they have received your press release material, especially if you find they are not utilizing them. This also helps them put a voice/face with the name.
4. Notify numerous statewide media outlets, such as Yankee Magazine.com, VisitNH.gov, WhoFish.org, of major MGC fund raisers (the Holiday Boutique, Home & Garden Show and Plant Sale).
5. Ensure that posters for major fund raisers are distributed to businesses and organization throughout the Valley, using a master checkoff list and MGC members for distribution.
6. Maintain and update Poster Distribution List as needed.
7. Schedule and solicit members to take part in live media publicity (Drive Time, RSN Mountain Report, Magic 104FM, Valley Vision, etc.) to promote major fund raisers.
8. Write press releases for the local newspapers about special activities, civic improvement, scholarship program that the MGC participates in.



# Mountain Garden Club Position Description Form

**Position Name**

**Publicity**

- 
9. Write quarterly report on MGC activities and upcoming events for the Lilac Letter, an NHFGC publication distributed electronically to all the clubs' members state-wide.
10. Collect multiple copies of all media communications for distribution to the Press Book and Scrapbook chairpersons.

Print Form

Rev. POS11/04-01



# Mountain Garden Club Time line Template

**Event/Publication**

**Publicity**

Date Created: Jan 25, 2010 Form Creator Name: Annie Ficke  
 Event/Pub Date: (appx) N/A Form Creator Tel.: 603-374-9042  
 Date to Begin By: \_\_\_\_\_ Form Creator Email: arf206@earthlink.net  
 Committee Name: Publicity

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.

Time Category	Actions Necessary	Tips & Best Practices
July	<p>1. As soon as programs are confirmed and dates for special events and fund raisers are chosen for the current fiscal year, write up "Who, what, when, where" notices for each one to submit to the magazines, local tourist organizations (CoCs), tourist web sites and NHFGC web site.</p>	<p>1. New Hampshire Home, Yankee Magazine, Northern New England Journey AAA Magazine, MWV Chamber of Commerce E-Traveler Newsletter, VisitNH.gov., AmericanTowns, NHFGC, etc. Refer to the List of Media Contacts for complete contact information. Magazines need calendar information six months ahead and CoC and websites can take all notices for a year. It easier to do it all at one time, than try to remember months ahead when something needs to be sent in.</p>
August	<p>1. First week, submit a short article or announcement of MGC events to Freedom Crossroads (local Freedom newsletter) for the September/October issue.            2. August 7 is deadline for submitting a report to the New Hampshire Federation of Garden Clubs (NHFGC) state quarterly publication, The Lilac Letter. It should be about two-three paragraphs, with photos if applicable, about any MGC achievements in the past quarter and what the club will be doing in the coming quarter. Also, add Calendar Events for the last page.            3. Write a press release about the Alice T. Madden Scholarship fund, who the five scholarship recipients are and a little about them, and any other MGC activities that have occurred in the last few months that are noteworthy. Submit to Conway Daily Sun (CDS), Mt. Ear (MEar) and Carroll County Independent (CCI), preferably via e-mail. Be sure to follow up with contacts, until they are familiar with you and your schedule.            4. Confirm that media advertising for the Lunch &amp; Learn in October is taken care of (i.e. magazines, websites, MWV CoC).</p>	<p>1. Refer to List of Media Contacts for names, e-mail addresses and tel. nos.            2. The MGC submission is sent to LEditor@nhfgc.org. The editor is Sylvia Swartz (603-548-7741). The Lilac Letter publication is now being distributed to all members of all state clubs via e-mail.            3. Check with the Scholarship chairperson to get necessary information, as well as Civic Improvement Program, HFH and Garden Therapy chrpersons. If bulb sale is being run, can promote that to the public and mention the first meeting of the new year (who, what, when and where). Photos are always appreciated and you know the saying, "One picture is worth a 1000 words."</p>
September	<p>1. The first week, submit notice for the September meeting (who, what, when &amp; where) for the Calendar of Events page to the CDS, MEar, CCI, and Charity Chatter.</p>	<p>1. Refer to List of Media Contacts for names, e-mail addresses .</p>



# Mountain Garden Club Time line Template

**Event/Publication**

**Publicity**

Time Category	Actions Necessary	Tips & Best Practices
October	<ol style="list-style-type: none"> <li>1. First week, submit a short article or announcement of MGC events to Freedom Crossroads for the November/ December issue.</li> <li>2. October 7 is deadline for submitting a report to the NHFGC state quarterly publication, The Lilac Letter.</li> <li>3. First week in October, contact radio stations, TV stations, newspapers about the Lunch &amp; Learn.</li> <li>4. Confirm that media advertising for the Holiday Boutique in December is taken care of (i.e. magazines, websites, MWV CoC).</li> </ol>	<ol style="list-style-type: none"> <li>1. Refer to List of Media Contacts for names, e-mail addresses.</li> <li>2. The MGC submission is sent to LEditor@nhfgc.org. The editor is Sylvia Swartz (603-548-7741).</li> <li>3. A short press will be necessary for the newspapers, as reservations and payment are required 10 days before L&amp;L.</li> </ol>
November	<ol style="list-style-type: none"> <li>1. November is the Educational Workshop for MEMBERS ONLY, so no notice is sent to the media.</li> <li>2. Provide sign-up list of locations for poster delivery at the workshop. Members will check off the MWV businesses/organizations where they will deliver Holiday Boutique posters.</li> </ol>	<ol style="list-style-type: none"> <li>1. Print out sign-up list of Holiday Boutique poster locations for workshop.</li> </ol>
December	<ol style="list-style-type: none"> <li>1. First week, submit a short article or announcement of MGC events to Freedom Crossroads for the January/ February issue.</li> <li>2. December is the Holiday Luncheon for MEMBERS ONLY, so no meeting notice is sent to the media.</li> <li>3. First week in December, schedule and get members to take part in live media publicity (Drive Time, RSN Mountain Report, Magic 104FM, Valley Vision, etc.) for the Holiday Boutique.</li> <li>4. First week in December, submit Holiday Boutique ad for a one-day run the Friday before the boutique.</li> <li>5. Last week in December, submit notice for the January meeting (who, what, when &amp; where) for the Calendar of Events page to the CDS, MEAr, CCI, and Charity Chatter.</li> </ol>	<ol style="list-style-type: none"> <li>1. Refer to List of Media Contacts for names, e-mail addresses.</li> <li>2. Contact DD Warren for updated Holiday Boutique ad - change date and theme for event.</li> <li>3. Payment is due CDS (~\$36) upon receipt of ad. Either pay and get reimbursed by treasurer or find out exact amount and get a check from treasurer.</li> </ol>
January	<ol style="list-style-type: none"> <li>1. Write, or have the Scholarship chairperson write, a press release for the CDS, MEAr and CCI about the Alice T. Madden scholarship application being available through the guidance counselor's offices and on the MGC website.</li> <li>2. The last week in January, submit notice for the February meeting (who, what, when &amp; where) for the Calendar of Events page to the CDS, MEAr, CCI, and Charity Chatter.</li> </ol>	<ol style="list-style-type: none"> <li>1. Get necessary information from the scholarship chairperson or have her/him write the press release and e-mail to you for submission.</li> <li>2. Refer to List of Media Contacts for names, e-mail addresses.</li> </ol>
February	<ol style="list-style-type: none"> <li>1. First week, submit a short article or announcement of MGC events to Freedom Crossroads for the March/April issue.</li> <li>2. The first week, confirm that media advertising for the Lunch &amp; Learn in April is taken care of (i.e. magazines, websites, MWV CoC).</li> </ol>	<ol style="list-style-type: none"> <li>1. Refer to List of Media Contacts for names, e-mail addresses.</li> </ol>



# Mountain Garden Club Time line Template

## Event/Publication

## Publicity

March	<ol style="list-style-type: none"> <li>1. March 7 is deadline for submitting a report to the NHFGC state quarterly publication, The Lilac Letter.</li> <li>2. The first week in March, submit notice for the March meeting (who, what, when &amp; where) for the Calendar of Events page to the CDS, MEAr, CCI, and Charity Chatter.</li> <li>3. Confirm that media advertising for the Home &amp; Garden Show in May is taken care of (i.e. magazines, websites, MWV CoC).</li> </ol>	<ol style="list-style-type: none"> <li>1. The MGC submission is sent to LEditor@nhfgc.org. The editor is Sylvia Swartz (603-548-7741).</li> <li>2. Refer to List of Media Contacts for names, e-mail addresses .</li> </ol>
April	<ol style="list-style-type: none"> <li>1. First week, submit a short article or announcement of MGC events to Freedom Crossroads for the May/June issue.</li> <li>2. First week, contact radio stations, TV stations, newspapers about the Lunch &amp; Learn. A short press will be necessary for the newspapers, as reservations and payment are required 10 days before L&amp;L.</li> <li>3. First or second week (DEADLINE), submit press release to the Northern New England Home, Flower &amp; Garden Show (Karla Ficker) for the CDS special supplement.</li> <li>4. Second or third week, submit ad to CDS for its special Home &amp; Garden Show supplement.</li> <li>5. Confirm that media advertising for the Plant Sale in June is taken care of (i.e. magazines, websites, MWV CoC).</li> </ol>	<ol style="list-style-type: none"> <li>1. Refer to List of Media Contacts for names, e-mail addresses.</li> <li>2. Karla Ficker, Dickson &amp; McGonigle, P. O. Box 154, Fryeburg, Maine 04037 • 207.935.2845 • 1.800.359.2033 • 1.866.295.6438 • fax 207.935.2846 info@homegardenflowershow.com</li> <li>3. Communicate with MGC H&amp;G chairperson regarding details of the MGC H&amp;G Show booth and an updated ad.</li> <li>4. Payment is due CDS (~\$36) upon receipt of ad. Either pay and get reimbursed by treasurer or find out exact amount and get a check from treasurer.</li> </ol>
May	<ol style="list-style-type: none"> <li>1. The first week in May, submit notice for the May meeting (who, what, when &amp; where) for the Calendar of Events page to the CDS, MEAr, CCI, and Charity Chatter.</li> <li>2. Second or third week, write a short press release for the CDS, MEAr, CCI and Charity Chatter about the Plant Sale that is held the first week in June.</li> <li>3. The last week, write a brief press release for the CDS, MEAr, CCI and Charity Chatter about the June Flatbread fund raiser. This date may change from year-to-year.</li> <li>4. Submit a Flatbread/MGC ad for a one-day run on the Monday before the fund raiser to the CDS.</li> <li>5. Last week, schedule and get members to take part in live media publicity (Drive Time, RSN Mountain Report, Magic 104FM, Valley Vision, etc.) for the Plant Sale.</li> </ol>	<ol style="list-style-type: none"> <li>1. Refer to List of Media Contacts for names, e-mail addresses.</li> <li>2. Contact DD Warren for an updated Flatbread ad to submit to CDS.</li> <li>3. Payment is due CDS (~\$36) upon receipt of ad. Either pay and get reimbursed by treasurer or find out exact amount and get a check from treasurer.</li> </ol>
June	<ol style="list-style-type: none"> <li>1. First week, submit a short article or announcement of MGC events to Freedom Crossroads for the July/August issue.</li> <li>2. June 7 is deadline for submitting a report to the NHFGC state quarterly publication, The Lilac Letter.</li> <li>3. First week, write a brief press release about the MGC/ White Mountain Artisans Gallery "Art in Bloom" and submit to CDS, MEAr, CCI and Charity Chatter .</li> <li>4. June is the Annual Luncheon for MEMBERS ONLY, so no meeting notice is sent to the media.</li> </ol>	<ol style="list-style-type: none"> <li>1. Refer to List of Media Contacts for names, e-mail addresses.</li> <li>2. The MGC submission is sent to LEditor@nhfgc.org.</li> <li>3. The editor is Sylvia Swartz (603-548-7741). Refer to List of Media Contacts for names, e-mail addresses .</li> </ol>



# Mountain Garden Club Time line Template

**Event/Publication**

**Publicity**

Click to Add a  
Time Category

Generally

1. Anytime the MGC does something out of the ordinary (i.e, Garden Therapy, HFH, Strategic Planning, grants won, sponsorship solicited and received) it should be publicized. You can report on several things at one time or, if significant enough, just on the one event/ accomplishment. Always try to include a photo(s).  
2. The publicity committee should collect or print out three copies of all written media communications (Calendar of Events notices, press releases, Letters to the Editor, photos, etc.), including and especially online calendar of event listings and articles (e.g., MWV Chamber's E-Traveler Newsletter, etc.). Periodically, two copies of each are delivered to the Press Book chairperson and one copy to the Scrapbook Chairperson.

2. Both the Press Book and the Scrapbook are based on a calendar year (Jan-Dec) versus the MGC fiscal year (Jul-Jun), so media communications are collected starting in January each year.

Rev. TL11/09-05

Print Form

# CONFR Coffee, January 12, 2010

## Working With Your Local Newspaper

By Eileen Alexander

Assistant Director, Arts Alliance of Northern New Hampshire  
(formerly the editor of the Coös County Democrat & The Berlin Reporter)

Newspapers (and other media outlets) want your news, but they'd also like to receive it in a format that doesn't require a lot of editing. Remember — editors are always on a deadline. By following a few simple steps when creating a press release, you increase your chances of getting it published in a timely manner.

Establish a relationship with the editor of the paper before you need her help. This can be as simple as calling and introducing yourself and asking if the newspaper has press release guidelines. Take a minute to identify the deadlines for submitting items, and find out the newspaper's policy on submitting photos. **TIP:** if you'd like the newspaper to cover a particular event, call in plenty of time, preferably seven to 10 days prior to the event.

**TIP:** Think of a press release as a **FREE** and **EASY** way to highlight your organization's programs, staff and events.

- introduce the start of a new program
- publicize an award
- announce a grant
- publicize a staff member's accomplishments
- announce the election of new board members

**TIP:** Remember the 5 Ws — Who, What, When, Where, Why

A press release should include, at a minimum, the 5Ws. Think of it as if you were filling in an invitation to a party.

**Who:** John and Barbara McGillicuddy  
**What:** Invite you to join them for a dinner buffet  
**When:** 7 p.m. on Saturday, May 5  
**Where:** The Maplewood in Bethlehem  
**Why:** To celebrate their 25<sup>th</sup> wedding anniversary

Once you have the basic information down, you can add additional pertinent information, such as: casual dress, no presents, RSVP by May 3 to 555-1212.

When John and Barbara, who are also professional singers, give a performance, this might be the press release that the sponsoring organization sends out:

**Suggested Headline:** Hear the McGillicuddys in concert, July 13

WHITEFIELD — The Whitefield Summer Arts Series (**Who**) presents the country singing duo of John and Barbara McGillicuddy in a free concert (**What**) at 7 p.m. on Thursday, July 13 (**When**), on the Common in downtown Whitefield (**Where**).

John and Barbara have been performing at venues around New England for the last 20 years and are noted for their unique singing style and their lively accompaniment on banjo and harmonica.

The Summer Arts Series was conceived three years ago as a way to introduce both old and new performers to appreciative local audiences (**Why**). Other artists highlighted this summer are: John Morgan on the Celtic Harp (July 20); Elizabeth Scimski, Folk Tales from the Great North Woods (July 27); and Arnold Baker, African Drumming. The cost of the series is underwritten by a major grant from the E.A. Hunter Company and by local donations.

The July 13 performance is free. Refreshments will be served from the bandstand. Those attending should bring a blanket or lawn chair.

Anyone needing more information can contact Julie Winchell at 837-9999.

**TIP:** A press release should be typed in upper and lower case letters. Don't type it all in caps, bold or italic print, or a fancy font (save that for an advertisement); the editor has to be able to read your press release easily and quickly. Your press release is just one of perhaps 100 pieces of paper or email that crosses an editor's desk on a given day. Clarity and simplicity are valued. Use the third person — avoid using I, we or our. Don't overuse adjectives — simple, declarative sentences are best. Avoid exclamation points.

**TIP:** Include a dateline. This is the town or city where the organization is based or the event is taking place. The town is all caps, but the state is not: LITTLETON, WHITEFIELD, ST. JOHNSBURY, Vt.

**TIP:** Time is written as 8 a.m., 12:30 p.m., not 8 A.M. or 12:30 P.M. Money is written as \$25, \$100; no need to use the decimal and cents, as in \$25.00 or \$100.00. Dates don't include the year: The concert is on May 6. Send your registration by March 19.

**TIP:** Email is the preferred format for press releases, not simply to avoid retyping but to avoid making simple mistakes in spelling names or terms, or mistyping a date. Be clear in the subject line — use something that identifies the subject of the press release (for instance: Concert on the Common, New director for ABC Alliance, etc.). Put your name and telephone number on all press releases — emailed, mailed or faxed — so that the editor can call you if there is something that needs clarification.

**TIP:** If you've included a photo (jpg format preferred), also include a caption for it. Identify people in the photo from left to right, and from front row to back row. Example: Six new members were elected to the board of the ABC Alliance at their March meeting. From left are Dorian Gray of Plymouth, Alice Smith of Berlin, Don Johnson of Littleton, Margaret Violetta of Conway and Joyce Green of Lancaster. Missing from photo is Isabel Swanson of Littleton. (Courtesy photo)

**TIP:** And lastly, to preserve the editor's sanity, here's how you should send corrected information if you've discovered an error in a press release you've sent out earlier. Most people make the correction to the copy and resend it with a note saying "replace the previous press release with this one." However, that means the editor, who has already read and edited your first press release has to stop and reread the entire replacement copy and make those edits all over again!

Instead, send your copy with the corrected information, but highlight the new info in **color** or by underlining it. **Or**, tell the editor what the corrected/new info is: John Smith's

name in the 3<sup>rd</sup> paragraph should actually be George Smith, **or:** please add this sentence to paragraph 4. That way the editor can go immediately to that section of the press release and find the new information. Your editor will thank you!

Press Release Template

# Mountain Garden Club

***FOR IMMEDIATE RELEASE***

**For more information please contact:**

Anne Ficke, Publicity Chair  
(603) 374-9042 Telephone & Fax  
arf206@earthlink.net  
[www.mountaingardenclub.org](http://www.mountaingardenclub.org)

**Mountain Garden Club Presents Annual Holiday Boutique (Headline)**

**CONWAY, NEW HAMPSHIRE** – Thursday, June 4, 2009 (date release sent) –  
insert text of release

– MORE – (center and use if release continues onto next page)

**MGC Release** – (Page 2) (Align to left side of page)

# # # (center and signifies end of release)

Always include club's web site URL in the release as well as boilerplate!

## MGC Boilerplate Paragraphs for press releases and other publicity

The Mountain Garden Club was established in 1973 and is a member of the New Hampshire Federation of Garden Clubs – District 1, and of the National Garden Clubs, Inc. – New England Region. The Mountain Garden Club is a 501 (c) (3) non-profit organization.

The Mountain Garden Club is dedicated to promoting horticultural education, civic beautification, and conservation through volunteerism and friendship in the Mount Washington Valley.

The Alice T. Madden Memorial Scholarship provides funds for post-secondary students residing in Mount Washington Valley who are pursuing studies in plant science disciplines such as Horticulture, Agriculture, Forestry, Environmental Science, Land Management and other related fields of study. It is a partner of the Mount Washington Valley Dollars for Scholars.

Members take an active part in beautification projects throughout the area during the warm weather months which include the planting and maintaining of gardens in Schouler and the Connie Davis Watson Parks in North Conway, the Library in Freedom, the Gazebo and Town Hall in Jackson, Will's Children's Park, the Fountain Park and the Veteran's Memorial in Bartlett, the traffic islands along Route 16 in Conway and the annual planting of a "Memorial Tree," at local schools.

The club also supports Habitat for Humanity, Children Unlimited, Inc., Merriman House, Tin Mountain Conservation Center, Jen's Friends (dedicated to providing supplemental financial resources to the at-risk cancer patients in the greater Mt. Washington Valley area) and the Mount Washington Observatory.

Membership is open to all residents in the townships, which collectively make up the region known as Mount Washington Valley. For more information regarding the club, its programs and activities go to [www.mountaingardenclub.org](http://www.mountaingardenclub.org) or email us at [info@mountaingardenclub.org](mailto:info@mountaingardenclub.org).



# Mountain Garden Club Position Description Form

**Position Name**

**Scholarship Fund Chairperson**

Date Created: Jan 9, 2010

Form Creator Name: Annie Ficke

Home Phone: 603-374-9042

E-Mail Address: arf206@earthlink.net

Committee Name: Alice T. Madden Scholarship Fund

## Position Overview:

The position of chairperson for the Alice T. Madden Scholarship Fund will automatically be filled by the in-coming Ex-Officio, so that it is a rotating two-year term. The committee will be comprised of five members, including the chairperson. Starting with the academic year 2009-2010, the MGC scholarship program partnered with Dollars for Scholars (DFS) of Mount Washington Valley. There are two distinct advantages to this partnership. The MGC scholarship committee will still award five recipients \$1,000 each in a blind selection process according to specific MGC requirements, but DFS will pay the scholarship rewards directly to the attending schools in August and January. This will alleviate some of the administrative work for the MGC committee, as well as any possibility of unethical, albeit unintentional, payment practices. Secondly, because of our affiliation with DFS, there is the possibility of the scholarship being matched up to \$1000, if it has been granted to one of the 500 DFS collegiate partners.

## Skills/Abilities/Other Requirements:

1. Organizational and tracking (database) skills.
2. Ability to interface with schools, students and organizations and committee members.
3. Some computer skills are an advantage.
4. Some writing skills are an advantage.

## Essential Position Functions:

1. Maintain all scholarship paperwork, student applications and information.
2. Schedule and chair the selection process by the scholarship committee.
3. Report periodically at MGC meetings about the scholarship program and its recipients.
4. Write a press release twice a year.
5. Update Scholarship Application Form for the upcoming academic year.
6. Send the scholarship application form to the three Mount Washington Valley schools.
7. Notify last year's recipients that scholarship application form is on the MGC web site.
8. Send the scholarship application form and all relevant paperwork (e.g. Letter of Commitment, etc.) to DFS.
9. Provide the treasurer with pertinent information so scholarship awards checks are sent to DFS in a timely manner.

Refer to Timeline Form for detailed description of scholarship tasks.



# Mountain Garden Club Time line Template

**Event/Publication**

**Scholarship Program**

Date Created: Jan 9, 2010 Form Creator Name: Annie Ficke  
 Event/Pub Date: (appx) N/A Form Creator Tel.: 603-374-9042  
 Date to Begin By: N/A Form Creator Email: arf206@earthlink.net  
 Committee Name: Scholarship Program

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.

Time Category	Actions Necessary	Tips & Best Practices
JANUARY	a. Submit any changes to the Alice T. Madden scholarship description and application form for the web page to the MGC web master. b. Send changed scholarship description and application form via fax or USPS to the Guidance Officers at Kennett High School, Fryeburg Academy, and the Community School of Tamworth, c. Remind above mentioned schools of MGC scholarship restrictions (course studies, required components of application form, number and dollar amount of awards given, and deadline for submission by the student) and our partnership with Dollars for Scholars (DFS) of Mount Washington Valley. d. Remind above mentioned schools that MGC will be selecting scholarship recipients in May and provide the contact information for the scholarship chairperson. e. Send scholarship application form to the DFS awards chairperson. f. Email MGC scholarship recipients for current year to inform them of the updated scholarship application form for the upcoming academic year and remind them that if they are interested in the MGC scholarship again, they need to reapply in full. g. Fill out and send DFS Letter of Commitment and Restricted/Names Scholarships form to DFS awards chairperson. h. Email MGC scholarship recipients (college undergraduates and master's degree candidates) to inform them of the 35 National Garden Clubs Inc. scholarships, each in the amount of \$4000.	a. As of January 2010, DD Warren is the MGC web master. b. Contact each school to find out who the Guidance Officer is. They can change from year to year. c. There are examples available of the fax forms and letters sent to schools and organizations. d. There are examples available of DFS forms. e. Refer to the National Garden Club web site for most current information on their scholarship awards.
FEBRUARY	a. Prepare a press release for the local newspapers informing the Mt. Washington Valley community that the Alice T. Madden scholarship application is available, stating requirements and where it can be retrieved. Submit the press release to the MGC publicity chairperson.	a. As of 2010 the Publicity Chairperson is Annie Ficke. b. Examples of previous press releases are available.



# Mountain Garden Club Time line Template

**Event/Publication**

**Scholarship Program**

Time Category	Actions Necessary	Tips & Best Practices
APRIL	<p>a. April 15th is the deadline for receipt of the scholarship application forms. Ensure that the MGC member who collects mail is aware of the deadline. He/She must note the date of receipt of the scholarship applications and pass them on to a member of the independent committee on or before the April 15th deadline.</p> <p>b. Form a small independent committee (2-3 persons) that will meet the third week in April to register the applications and prepare them for a blind selection process.</p> <p>c. The independent committee meets the third week of April to log in each received application, make a working copy of each application, code the copy with a number and blank out the applicants name and all personal information, so it is ready for a blind selection process. The committee makes 5 copies each of the scholarship application and delivers them to the scholarship chairperson.</p> <p>d. The scholarship chairperson delivers the copies of applications along with a ranking form based on 1-5 points to each member of the committee.</p> <p>e. The scholarship committee members review each application independently and rank them using a 5-points form, giving consideration to the scholarship requirements listed in the form.</p> <p>f. The scholarship committee members meet the last week in April to review the applications collectively and make a final decision on who the five scholarship recipients will be for the coming academic year.</p>	<p>a. As of January 2010, the assistant treasurer, Lennie Whitmore, collects the MGC mail in North Conway.</p>
MAY	<p>a. The scholarship chairperson notifies all applicants with either an acceptance letter or a rejection letter. He/she will also notify Dollars for Scholars and the Kennett High School Awards chairperson (if a KHS senior has been selected for an MGC award) with the students' name, the dollar amount, and when it will be paid and by whom (e.g. Dollars for Scholars).</p>	<p>a. Examples of the acceptance and rejection letters are available.</p> <p>b. When notifying the scholarship recipients, request a photo of them for the MGC Yearbook and press coverage and their school mailing address.</p> <p>c. Dollars for Scholars scholarship committee co-chairs are: Judie Goss, jgoss1944@yahoo.com or 447-5133 and Marilyn Smith, mfs42@aol.com. The mailing address for DFS is P. O. Box 646, Conway, NH 03818-0646.</p>
JUNE	<p>a. If a KHS student is receiving an MGC scholarship, the scholarship chairperson, at a minimum, should attend the KHS Awards Ceremony Night to present the MGC scholarship awards and take photos if possible.</p> <p>b. The MGC representative must recognize MGC's partnership with DFS when presenting the award to the recipient.</p>	<p>a.</p>



# Mountain Garden Club Time line Template

**Event/Publication**

**Scholarship Program**

Click to Add a Time Category		
JULY	a. If applicable, send post-secondary student award payments to Dollars for Scholars for the fall semester. b. Get a check from the treasurer for the amount needed. c. Write a cover letter to the DFS awards chairperson, sending required information about the student(s) receiving the award, the attending college and office of the registrar and enclose the check from MGC made out to Dollars for Scholars of MWV.	a. Example of the letter is available.
AUGUST	a. Prepare a press release about the MGC scholarship recipients and any interesting information about what they are doing over the summer (such as work projects relating to their major) and submit with a photo or two to the Publicity chairperson for the local newspapers.	a. Examples of previous press releases are available.
DECEMBER	A. Submit MGC payment for college freshman awards to Dollars for Scholars awards chairperson for payment directly to colleges for second semester. b. Get a check from the treasurer for the amount needed. c. Write a cover letter to the DFS awards chairperson, sending required information about the student(s) receiving the award, the attending college and office of the registrar and enclose the check from MGC made out to Dollars for Scholars of MWV. d. Update the scholarship application form for the upcoming academic year.	a. Example of the letter is available. b. January 31st is the deadline for receiving 1st semester transcripts. c. Minimum GPS 3.0 is required by MGC.

Rev. TL11/09-05

Print Form



# Mountain Garden Club Position Description Form

**Position Name**

**Ways and Means Chairperson**

Date Created: Feb 6, 2010

Form Creator Name: Gini Cornila

Home Phone: 603-447-1176

E-Mail Address: ginic@mac.com

Committee Name: Ways and Means

## Position Overview:

The Ways and Means Chairperson is responsible for the overseeing the Mountain Garden Club's five major fundraisers (Flatbread Pizza Night, the Holiday Boutique, the Spring Plant Sale, the Fryeburg Home, Garden and Flower Show and the Spring Bulb Sale). Must have general knowledge of the operations (included in Event Descriptions) of each event and support the event leader in terms of human and material resources. The Ways and Means Chairperson will ensure the event is on track, work with the treasurer or special committee as needed to wrap up and summarize the event in a timely manner. The Ways and Means Chairperson does not personally run each event.

## Skills/Abilities/Other Requirements:

1. Strong organizational skills.
2. Communication skills to work with Event Leaders, President and related partners as needed.
4. Moderate writing skills (clear and concise most helpful) to help in proofing and editing communications and documents related to each event.
5. Speaking skills to give status reports at program and staff meetings.

## Essential Position Functions:

1. Identify Event Leaders for each of the fundraisers (with board input)
2. Help event chair people ensure that event is on track in terms of communications and allocated resources (people power and materials).
3. Assist event chair people with preparing, proofing and editing correspondence related to the event.
4. Prepared monthly status reports for program and board meetings.
5. Attend monthly board meetings.
6. Work with event chairpeople to prepare status reports and and final event recap and analysis.

Print Form



# Mountain Garden Club Time line Template

**Event/Publication**

**Ways and Means**

Date Created: May 9, 2010 Form Creator Name: Gini Cornila  
 Event/Pub Date: (appx) Jul 1, 2010 Form Creator Tel.: 603-986-1495  
 Date to Begin By: 7/1/2010 Form Creator Email: ginic@mac.com  
 Committee Name: Ways and Means

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
July	Bulb Sale Fundrasier efforts begin. (see Bulb Sale event form for instructions)	Choose a chairperson to manage this online fundraiser or Ways and Means Chair Person chairs it. Frequent communication with membership is key to success for all fundraisers
September	Holiday Boutique Planning meeting (see Holiday Boutique event form for instructions) Bulb Sale orders Due	Choose a chairperson or find key assistants. Planning meeting to be schedule 1st or 2nd week in Sept.
November	Holiday Boutique Individual Workshops	
December	All member holiday boutique workshop Holiday Boutique	
January	Holiday Boutique Recap and Analysis	
February	Fryeburg Home, Garden and Flower Show Planning begins (see HG&F Show event form for instructions)	Confirm chairperson (has been DD Warren for past five years)
April	Plant Sale Fundraiser planning begins (see Spring Plant Sale event form for instructions)	Choose a chairperson or ask for a couple of key assistants.
May	Fryeburg Home, Garden and Flower Show is held	
June	Plant Sale is held Flatbread Fundraiser is held (see Flatbread event form for instructions)	

Rev. TL11/09-05

Print Form



# Mountain Garden Club Position Description Form

**Position Name**

**Art In Bloom Chair**

Date Created: Feb 7, 2010

Form Creator Name: Cal Minton

Home Phone: 603-383-6668

E-Mail Address: minton@ncia.net

Committee Name: Art In Bloom

## Position Overview:

The position of Chairperson of the "Art in Bloom" program is both challenging and rewarding. It is necessary to both advise and build up the confidence of members that are afraid of their ability to transfer their vision to that of an artistic endeavor.

The sense of accomplishment brings a smile to the arranger and those advisors around her/him.

We are currently trying to encourage both sexes and are slowly successful with more and more male members.

## Skills/Abilities/Other Requirements:

Organizational skills, ability to interface with personnel at Gallery and Garden Club members, sense of humor

## Essential Position Functions:

1. Schedule date for event
2. Form 4 volunteer committee in addition to chairperson
3. Promote event to membership
4. Arrange classes for event
5. Recruit participation
6. Follow-up with arrangers and Gallery
7. Preparations for breakdown



# Mountain Garden Club Position Description Form

**Position Name**

**Cancer Awareness Chair**

Date Created: Feb 22, 2010

Form Creator Name: Lee Coffield

Home Phone: 603-367-8996

E-Mail Address: p\_lcoffield@hotmail.com

Committee Name: Cancer Awareness

## Position Overview:

**PURPOSE:** To help with financial support of local families dealing with cancer

**HISTORY:** In the past the Club helped the American Cancer Society with Daffodil Days, raising over \$100,000. In 2003, the Club decided to concentrate out cancer fund raising efforts locally and chose Jen's Friends as the recipient.

## Skills/Abilities/Other Requirements:

**SKILLS:** No special skills required, just a willingness to help and a desire to help raise money to help local friends, neighbors and family members with the expenses associated with cancer. The money raised does not go for treatment expenses but rather to help with expenses such as food, utilities and gas money to get to treatment centers.

## Essential Position Functions:

### ESSENTIAL POSITION REQUIREMENTS:

- Identify potential sources/projects for fund raising that are within the guidelines of the Club.
- Identify successful or new ways of raising money.
- Secure necessary supplies - such as ordering bulbs/plants; soliciting containers and workers to help; making labels to identify the plant and growing instructions to ensure success.
- Hold workshops to prepare items for sale. This includes identifying a location for the workshop; meeting 7-10 days prior to the event to assemble the items.
- Participate in the fund raising event. This will include transporting the items to the sale location; encouraging Club members and the public to buy the items in support of Jen's Friends; cleaning up after the event; finding sources/recipients for any left overs, such as nursing homes or individuals.

Print Form



# Mountain Garden Club Position Description Form

**Position Name**

**Environmental Projects Chair**

Date Created: May 5, 2010

Form Creator Name: John Bruni/Ralph Lutjen

Home Phone: 603-367-9008

E-Mail Address: rlutjen@roadrunner.com

Committee Name: Environmental Projects

## Position Overview:

MGC supports specific environmental projects in the Mount Washington Valley. MGC involvement in a project is dictated by the availability and interest of its members. The projects may be funded by MGC funds, community funds, the project requestor's funds and donations from local nurseries. The donations from the nurseries include donations of plants or plants at discount prices. The position involves developing the landscape design, coordinating the planting activity, purchase of plants and communications with the projects requester.

## Skills/Abilities/Other Requirements:

Communication skills required to deal with all the interested parties to successfully develop a pleasing outcome.

Coordination and planning skills to insure ordering and delivery of trees and plants meet timing and other requirements.

Flexibility to work with limited budget and the range of plants that are donated.

Knowledge of landscaping and environmental principals a plus.

## Essential Position Functions:

The ability to work with the requester to develop an overall plan is a must.

Attracting volunteers from within and outside of the club.

Working with a diversity of funding possibilities for any given project.

Managing the project for both overall time schedule and budgets.

Communications with all participating parties during the projects execution.

Print Form



# Mountain Garden Club Time line Template

**Event/Publication**

**Environmental Projects Time**

Date Created: Apr 5, 2010 Form Creator Name: Ralph Lutjen

Event/Pub Date: (appx) \_\_\_\_\_ Form Creator Tel.: 603-367-9008

Date to Begin By: \_\_\_\_\_ Form Creator Email: ralph@lutjen.us

Committee Name: Environmental Projects

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	Work with requester and volunteers on the landscape planning, design and approval of plan and plant selection	
3 Mos. ahead	Order plants and coordinate dates with volunteers	McSherry's is a good source along with GDC
1 Mo. ahead	Confirm planting date, communicate with volunteers and list equipment needed	MGC, Salyards and nursery
2 Days ahead	Verify with supplier, requester and volunteers	
Day of	Execute plan	
Day after	Communicate any financial information and receipts to treasurer	

Rev. TL11/09-05

Print Form



# Mountain Garden Club Position Description Form

**Position Name**

**Garden Therapy Chair**

Date Created: Jan 13, 2010

Form Creator Name: DD Warren

Home Phone: 603-383-9760

E-Mail Address: dd@jacksoncreations.com

Committee Name: Garden Therapy

## Position Overview:

Garden therapy is the use of all aspects of gardening (planting, designing, creating crafts using materials from the garden) to enhance the lives of individuals who are unable to have their own gardens due to age or health.

The responsibilities of the Chairperson is to:

1. Identify those entities which will benefit from garden therapy
2. Work with them on projects which are suitable for the individuals who are resident there.

The Garden Therapy Chair is responsible to create a team which will work on the selected projects or programs.

As an example, the MGC has identified Merriman House (a facility for geriatric residents who require round-the-clock care) as a project recipient.

Currently, the projects include: restoring the existing gardens, planting Spring bulbs, helping to design a wheelchair accessible path to the gardens and a wheelchair accessible potting bench.

## Skills/Abilities/Other Requirements:

1. Good with people - both in organizing a team and working with the Caregivers at the facility as well as the residents.
2. Should have some basic knowledge of gardening.

## Essential Position Functions:

1. The Chair needs to communicate with both the team and Caregivers as to scheduling of MGC time at the facility.
2. The Chair needs to report back to the Executive Board the current status of ongoing projects
3. The Chair needs to work with the Executive Board on future projects and funding for same (if required)



# Mountain Garden Club Position Description Form

**Position Name**

**Habitat for Humanity**

Date Created: Jan 15, 2010

Form Creator Name: Ralph Lutjen

Home Phone: 603-367-9008 E-Mail Address: ralph@lutjen.us

Committee Name: Habitat for Humanity

## Position Overview:

MGC supports the Habitat for Humanity (HFH) program that devoted to building housing for low income families in Conway on Robert Morrell Drive. MGC program involves providing landscaping for newly constructed homes. The program is funded by MGC funds, HFH and donations from local nurseries. The donations from the nurseries include donations of plants or plants at discount prices. The position involves developing the landscape design, coordinating the planting activity, purchase of plants and communications with HFH

## Skills/Abilities/Other Requirements:

Communication skills required to deal with all the interested parties to successfully develop a pleasing outcome  
Coordination and planning skills to insure ordering and delivery of trees and plants meet timing and other requirements  
Flexibility to work with limited budget and the range of plants that are donated

## Essential Position Functions:

Background knowledge of landscaping concepts  
Knowledge of plant characteristics and growth habits

Print Form



# Mountain Garden Club Time line Template

**Event/Publication**

**Community Outreach Project**

Date Created: Jan 15, 2010 Form Creator Name: Ralph Lutjen

Event/Pub Date: (appx) \_\_\_\_\_ Form Creator Tel.: 603-367-9008

Date to Begin By: \_\_\_\_\_ Form Creator Email: ralph@lutjen.us

Committee Name: Habitat for Humanity

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	Contact HFH	Bill Beck
3 Mos. ahead	Ordering trees	Recently Bearcamp Nursery
1 Mo. ahead	Coordination of planting, setting planting date	Communication with HFH, MGC and nurseries
2 Wks. ahead	Communication with HFH for backhoe and equipment	HFH

Rev. TL11/09-05

Print Form



# Mountain Garden Club Position Description Form

**Position Name**

**Historian**

Date Created: Jan 18, 2010

Form Creator Name: DD Warren

Home Phone: 603-383-9760

E-Mail Address: dd@jacksoncreations.com

Committee Name: (If Applicable)

## Position Overview:

The Historian is responsible for archiving the materials that have been produced by the club in order to document our history. The primary documents that are generated by the club on a yearly basis are the Scrapbook and the Press Book (a copy of the Yearbook is contained within the Scrapbook). Any other items of historical significance such as: old photos, membership rosters before the Yearbook was implemented, etc. may be included in the items to be stored. The Historian is responsible for storing these items in an ordered fashion and make them available to club officers and members for reference upon request.

## Skills/Abilities/Other Requirements:

1. Must have a good sense of organization
2. Must have access to an area that the above referenced items may be stored for a long period of time

## Essential Position Functions:

Print Form

Rev. POS11/04-01



# Mountain Garden Club Position Description Form

**Position Name**

**Luncheon Event Coordinator (L**

Date Created: January 11, 2010

Form Creator Name: Colleen Allbee

Home Phone: 603-383-0990

E-Mail Address: crallbee@mac.com

Committee Name: (If Applicable)

## Position Overview:

To coordinate the following four events each year.

April Lunch and Learn

Annual Meeting and Luncheon (June)

October Lunch and Learn

Annual Holiday Luncheon (December)

The Luncheon Event Coordinator (LEC) will select a location and negotiate dates, price and menu with the appropriate person at each venue.

Payment in the form of cash or check will be collected from each member prior to each event. This will be accomplished via mail or in person and a record of payment and meal choice will be kept. All checks will be made out to The Mountain Garden Club or "MGC". An up to date member roster in checklist form can be obtained from the Webmaster prior to each function. Each venue will require a count and menu selection one week prior to the event. On the day of, and following the event the bill will be obtained from the site manager and given to the MGC Treasurer along with all cash and checks collected. In turn, the treasurer will issue payment in the form of check and this will be hand delivered to the location manager.

## Skills/Abilities/Other Requirements:

## Essential Position Functions:

The LEC must be available on the day of each event to ensure proper set-up of event location. If the LEC cannot be available, a qualified assistant must be assigned. It is necessary to work closely with Executive Board and Committee Chairs to ensure smooth communication from one committee to another. The LEC should attend board meetings during the months leading up to each event.



# Mountain Garden Club Position Description Form

**Position Name**

**New Member Chair**

Date Created: Jan 13, 2010

Form Creator Name: John Bruni

Home Phone: 603-383-9760

E-Mail Address: john@jacksoncreations.com

Committee Name: (If Applicable)

## Position Overview:

The New Member Chair (NMC) is responsible for the "care and feeding" of new members (defined as members within the first year of their membership). The NMC will make sure that all new members feel comfortable at meetings and will take them around to introduce them to other members. The NMC will encourage other members as best as possible to also make the new member feel at home. The NMC should be the person to introduce any new member to the whole membership: at the first meeting that the new member gets their official name badge the NMC should give the group a brief bio of the new member.

The NMC should make sure that all new members understand the workings of the club and how the committees work. New members should be encouraged to participate in one of more of the clubs events/publications.

The NMC would work with the President on the planning and holding of a New Member event once a year.

## Skills/Abilities/Other Requirements:

The NMC should be someone that enjoys being sociable and meeting/making new friends. The NMC should not feel shy about standing in front of the group to introduce new members.

## Essential Position Functions:

The NMC should meet and get to know all new members. The NMC should introduce new members to the club in general and individual members as much as possible. The NMC would help plan and hold an annual new member event. The NMC would encourage the new members to join committees, go to workshops and help in the mission and vision of the club.



# Mountain Garden Club Position Description Form

**Position Name**

**New Projects Chair**

Date Created: Jan 14, 2010

Form Creator Name: John Bruni

Home Phone: 603-383-9760

E-Mail Address: john@jacksoncreations.com

Committee Name: (If Applicable)

## Position Overview:

The purpose of the New Projects Chair is to review all requests to the Board for new projects. The goal is to provide the Board with an unbiased presentation of the pros and cons of a given project. In this way the Board will have a better opportunity to make more successful decisions.

The new project presentation should take into considerations all aspects of the project: financial, community service value, social activity, educational value, manpower requirements, available volunteer resources and most importantly the new projects' adherence to the clubs Mission Statement.

## Skills/Abilities/Other Requirements:

Some computer skills will be an advantage. Basic understanding of the clubs workings, Mission Statement, finances and general mood or interest level about different areas is very helpful.

Some communications/presentation skills are required to be able to articulate the results of the review to the Board.

Ability to be objective in the analysis process and presentation of the results of an investigation of a new project to the Board, while also possibly having some feelings about the project.

## Essential Position Functions:

To be able to research, analyze and present the findings of a new project to the Board.

Find as much information about a project as possible. Evaluate the motivations for doing a project and the benefits of the results of said project: for the club, its members, the community and the environment. Evaluate, from all aspects, the financial and resource implications of any new project on the club, its members, the community and the environment.

Put together and deliver an understandable presentation of the results of a project's analysis to the Board for a decision as to whether to proceed or not (and how).

Print Form



# Mountain Garden Club Position Description Form

**Position Name**

**Photographer**

Date Created: Jan 13, 2010

Form Creator Name: DD Warren

Home Phone: 603-383-9760 E-Mail Address: dd@jacksoncreations.com

Committee Name: Photography

## Position Overview:

Photographs are an important way that the club is able use to record its history. The MGC Photographer is responsible for photographing meetings and events. The photos are usually candid shots and are specifically used for documenting the occasion. The Photographer is responsible to provide the photos in a timely fashion to any of the following (but not limited to) groups who may require them for their projects: Webmaster, Scrapbook Chair, Publicity Chair, Yearbook Chair, Scholarship.

## Skills/Abilities/Other Requirements:

1. Must own camera and be able to provide digital images to the club.
2. Ability to transfer files electronically such as thru email and/or by electronic media such as a disk.
3. Having knowledge and use of photo editing software is a plus.

## Essential Position Functions:

Must be able to work within a crowd and use appropriate etiquette to photograph subjects.

Print Form

Rev. POS11/04-01



# Mountain Garden Club Position Description Form

**Position Name**

**Planning Chair**

Date Created: Jan 13, 2010

Form Creator Name: John Bruni

Home Phone: 603-383-9760

E-Mail Address: john@jacksoncreations.com

Committee Name: Planning

## Position Overview:

The Planning Chair (PC) takes direction from the Executive Board. The PC works with the other Chairs to carry out the (66) Action Objectives of the Strategic Plan voted on at the December 2009 Board meeting. The main thrust of the Plan was to develop a full battery of organizational documents such as: Position Descriptions, Event Forms, Time-lines etc. so that the club would be able to grow and attract new talent to leadership ranks. The PC manages the status of the Action Objectives and reports monthly back to the Executive Board on each objective (defining any issues that may come up in trying to accomplish an Objective or reassigning it if necessary).

The PC will put together an Operational Guide for the club as soon as the Position, Event, Publicity and Time-line documents are completed.

The PC will create a complete Organizational Chart for the club.

The PC is available for any other task that the President or Executive Board feels the PC could add value to.

## Skills/Abilities/Other Requirements:

Good overall organizational skills with a strength in simplification and communications. Computer skills such as MS Office and Adobe Acrobat are a strong plus.

A knowledge of process and best practice techniques for process is very helpful.

## Essential Position Functions:

The PC must keep tabs on all of the Action Objectives and where each person is with their respective tasks until the Objective is completed or voted on to delete from the Plan. The PC reports monthly to the Board on the status of each of the Objectives and any outstanding issues with the Plan.

The PC is in communication with all the appropriate players in the execution of the Plan and is available to help them find the solution to any issue that they may encounter in trying to complete their objective.



# Mountain Garden Club Position Description Form

**Position Name**

**Publicity Press Book**

Date Created: January 26, 2010

Form Creator Name: Marcia Burchstead

Home Phone: 603-356-8462

E-Mail Address: mburchstead@roadrunner.com

Committee Name: (If Applicable)

## Position Overview:

To prepare and submit a publicity press book according to the rules and guidelines of the National Garden Clubs, Inc.

## Skills/Abilities/Other Requirements:

To gather publicity press items including articles, press releases, letters to the editor, photos, advertisements, posters and calendar of event notices, etc.

To work with the publicity committee to collect these items from all media outlets (print and online) where these notices are expected to appear.

To download online publicity items in a printable manner for utilization in the publicity press book

Supplies needed include a binder (at least 1" this years was 1 1/2") with clear front cover and clear spine for inserts as well as pockets on the inside of the front and back covers. Page protectors (I used heavy duty, glare free), multipurpose or laser paper, 8 1/2x11" 28 or 32 pound weight and clear labels (Avery 5167) for page numbers. A precise, heavy duty paper cutter is also needed to produce neatly cut items

## Essential Position Functions:

I would recommend that this be a two member committee as it is quite time consuming for one individual to compile, neatly cut, paste and assemble the publicity press book

I feel the entire membership should be made aware of the need for obtaining a wide variety of MGC publicity material so that members could look for items in community, non-profit and church newsletters or online newsletters and calendar of events sites such NH.com, NewHampshire.com, MWV Chamber of Commerce, etc.



**Mountain Garden Club**

Submit by Email

Print Form

**P.O. Box 913 North Cnoway, N.H. 03860**

**www.mountaingardenclub.org**

## Position Description

**Date:** 4/25/2010 **Member Name:** DD Warren

**Position Name:** Raffles Chairperson

**Committee Name:** MGC Raffles & Door Prizes

**Home Phone:** 603-383-9760

**E-mail address** dd@jacksoncreations.com

### Position Overview:

The Raffles Chairperson would ideally work with another member to create three to four raffles for each program and luncheon during the MGC year (total of 10 events). The raffles significantly subsidize the operating costs of the club and should be of such a quality to convince members they want to buy tickets, while at the same time being relatively inexpensive to the club to purchase. Also, 10 to 12 door prizes are provided twice a year at the Holiday Luncheon and the Annual Luncheon

### Essential Position Functions:

If possible, some of the raffles should coincide with the program subject or time of year (e.g. Thanksgiving) each month. They should all be garden related or be MGC, NH Federation of Garden Clubs (NHFGC) or National Garden Clubs (NGC) merchandise, such as an MGC 35th Anniversary coffee mug, tote bag, shirt or apron, or NGC jewelry. The items that are purchased should be relatively inexpensive, found at such places as yard sales, thrift shops, TJMaxx or Christmas Tree Shop. Sometimes members or local businesses donate items for the raffles and can be used if they are relevant to what you are doing that month. At each event, in addition to the raffles, the raffles committee will need a cash box (provided by the treasurer), raffle tickets and a basket for the tickets. A club member should be asked to sell tickets prior to the business meeting and during hospitality break. Two people will be needed to call the ticket number and hand out the raffle prizes.

### Skills/Abilities/Other Requirements:

1. The raffles committee should enjoy shopping for quality items at bargain prices (the less money spent, the more the raffles net for the club's operating expenses).
2. They should have a creative flair for arranging theme baskets (e.g., an MGC coffee mug with coffee or tea, decorative napkins and cookies), planted containers (e.g., herbs with edible flowers or a flowering plant in a decorative container) and groupings of items (e.g. books written by the speaker or having to do with the program subject).
3. As we are attracting more and more male members, some of the raffles should appeal to the masculine side of gardening (i.e, tools, instructional books, landscaping, hardscaping).



# Mountain Garden Club Time line Template

**Event/Publication**

**Raffles**

Date Created: May 7, 2010 Form Creator Name: D. D. Warren  
 Event/Pub Date: (appx) \_\_\_\_\_ Form Creator Tel.: 603-383-9760  
 Date to Begin By: \_\_\_\_\_ Form Creator Email: dd@jacksoncreatins.com  
 Committee Name: Raffles Committee

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
Anytime	Always be on the look out for bargain items that would appeal to the members as a raffle item.	TJ Maxx, Walmart, Ocean State Job lots, Christmas Tree Shop etc. provide fertile ground for good raffle items.
1 Mo. ahead	Discuss with other members of the committee what the upcoming theme is and what kinds of items you already have. Decide on what you are going to put together and who is going to do what.	
2 Wks. ahead	Touch base with committee members to see where everyone is with their items and if anyone needs help.	
2 Days ahead	Verify with the Treasurer that you need a cash box and raffle tickets at the meeting.	Review the possibility of bundling items together to gain a more favorable response to ticket sales.
Day of	Set up the raffle items in a conspicuous place. Ask some members to sell tickets before the meeting and during the break. Ask someone to draw the winning tickets and someone to hold the ticket container.	Bring the items to the meeting.

Rev. TL11/09-05

Print Form



# Mountain Garden Club Position Description Form

**Position Name**

**Scrapbook Chair**

Date Created: Jan 26, 2010

Form Creator Name: Mary Handley

Home Phone: 603-447-3902

E-Mail Address: mpstitcher@myfairpoint.net

Committee Name: Scrapbook

## Position Overview:

The Scrapbook is a book documenting all the club's activities and information for a specific year. The scrapbook contains photographs of monthly meetings and workshops, along with photographs of other activities occurring throughout the year. All awards presented to the club, and Thank-you notes received are also documented in the Scrapbook. Fundraising activities are also documented through both photographs and newspaper articles.

The Scrapbook Chair is responsible for purchasing all supplies necessary for compiling the scrapbook and for coordinating all materials to be included in the scrapbook. The Scrapbook Chair is also responsible to ensure that the book is completed by the agreed deadline, currently April 1st.

The Scrapbook Chair works with Photography Chair to obtain photos, Membership Chair to obtain club statistics, and other Chair members for any other related info to be included in the Scrapbook.

## Skills/Abilities/Other Requirements:

- 1) Must be computer literate and have good computer skills.
- 2) Must have some type of publication software that is capable of producing a document such as Microsoft Publisher or Adobe InDesign.
- 3) Ability to receive files electronically such as thru email and/or by electronic media such as a disk.

## Essential Position Functions:

- 1) Purchase Scrapbook Album and all associated materials and submit receipts to treasurer.
- 2) Determine and print photos to be included in scrapbook.
- 3) Compile relevant newspaper/journal articles for inclusion.
- 4) Ensure that the NHFGC guidelines for the Scrapbook format are adhered to.



# Mountain Garden Club Position Description Form

**Position Name**

**SUNSHINE LADY**

Date Created: Jan 5, 2010

Form Creator Name: NANCY DIGHELLO

Home Phone: 603-356-3043

E-Mail Address: PNDIG@YAHOO.COM

Committee Name: (If Applicable)

## Position Overview:

SEND CARDS TO MEMBERS WHO ARE SICK AND TO FAMILY MEMBERS WHEN A MEMBER DIES.

SET UP LIBRARY BOOK DEDICATIONS FOR DECEASED MEMBERS AND INVITE FAMILY MEMBERS TO ATTEND.  
CHECK WITH MEMBERS TO SEE WHAT TYPE OF BOOK DECEASED MEMBER ENJOYED BEFORE DEDICATION.  
THIS POSITION RUNS FOR TWO YEARS.

GIVE REPORT OF ACTIVITIES EACH MONTH AT BOARD AND REGULAR MEETINGS.

## Skills/Abilities/Other Requirements:

## Essential Position Functions:

SEE DESCRIPTION ABOVE

Print Form



# Mountain Garden Club Position Description Form

**Position Name**

**Webmaster**

Date Created: Jan 13, 2010

Form Creator Name: DD Warren

Home Phone: 603-383-9760

E-Mail Address: dd@jacksoncreations.com

Committee Name: Webmaster

## Position Overview:

The purpose of this position is to create and maintain the MGC website. It is an important means of communication to both members and interested visitors to the site. It is very important that it be kept current with useful and timely information.

The site will provide information relating to upcoming events, club mission and purpose and photos of events. It will also be used to convey such documents as the Scholarship application (for download), etc.

## Skills/Abilities/Other Requirements:

1. Must have web authoring software or access to same
2. Must be able to update the site in a timely fashion (especially for emergency actions such as a meeting cancellation due to snow or similar type of issue)
3. Some background on web design would be a big plus

## Essential Position Functions:

This is the visual common thread of club communication. The site must be designed tastefully and respect all rules of good electronic communications. The person performing this position must be able to update it frequently and keep the information accurate and fresh.

Print Form

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# Mountain Garden Club Position Description Form

**Position Name**

**Yearbook Chair**

Date Created: Jan 14, 2010

Form Creator Name: DD Warren

Home Phone: 603-383-9760

E-Mail Address: dd@jacksoncreations.com

Committee Name: Yearbook

## Position Overview:

The Yearbook is a book that contains a compendium of information about the club's program year. It contains a roster of all club members (along with their photos), state and national officers, committees and club projects. It also contains a listing of upcoming programs (complete with description, date, time and location), the theme for the club fiscal year, Mission Statement and By-Laws.

The Yearbook Chair works closely with: 1) the Executive Board (for Theme, budgeted funding and project descriptions); 2) The Program Chair (for accurate program information and photos of presenters); 3) the Club Photographer (for member photos); and 4) the Membership Chair (for accurate membership information and distribution).

The Yearbook Chair is responsible for the compiling the necessary information and the production of the book. It is the responsibility of the Chair to ensure that the book is edited and delivered to the Printer in camera ready form. The book must be ready for distribution to the club before the first Program meeting of the fiscal year which is in September. As a by product of the compilation of the Yearbook, a member ID card is also created for each member which contains their photo and identifies them as a valid member.

## Skills/Abilities/Other Requirements:

- 1) Must be computer literate and have good computer skills.
- 2) Must have some type of publication software that is capable of producing a booklet such as Microsoft Publisher or Adobe InDesign.
- 3) Must be versed in using that software for the production of a book (i.e. an understanding and use of cataloging and/or merging of data).
- 4) Must be good with follow up.

## Essential Position Functions:

- 1) Maintain the master database for the membership of the club.
- 2) Ensure that the Program information is timely and complete.
- 3) Ensure that the NHFGC guidelines for Yearbook format is adhered to.
- 4) Estimate the number of books to be printed.
- 5) Ensure that monies are budgeted and allocated for printing.
- 4) Contact Printer (in advance of the book being printed) to obtain quote, print sample and plan schedule



# Mountain Garden Club Position Description Form

**Position Name**

**Yearbook Chair**

for printing.

5) Ensure Printer gets deliverables within proper timeframe.

6) Responsible to receive books back from Printer in ample time before first meeting in order to organize with the Membership Chair for distribution.

Print Form

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# Mountain Garden Club Event Form and Checklist

**Event Name:**

**AFTERNOON IN THE GARDEN**

Date Created: Feb 12, 2010 Form Creator Name: Wendy McVey  
Event Date: (appx) July/August Form Creator Tel.: 603-383-6789  
Date to Begin By: late spring Form Creator Email: wm.mcvey@roadrunner.com  
Committee Name: Afternoon in the Garden Committee Expense Budget \$0 - \$199 Revenue Budget \$0 - \$199

## Objectives/Purpose of Event:

Afternoon in the Garden is presented by a member of the club who may be a beginner gardener or a gardener with a lot of experience. Because there is such appreciation by all members of the club, spending an Afternoon in a Garden is a wonderful way to share experiences of gardening and just enjoying club friendships in a casual and lovely way.

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

Selection of event location is decided usually in the spring of that year. A club member is either asked to invite members to their home and garden, or a member may extend an invitation. Dates may not be decided on exactly till closer to the growing season. Announcement of dates should be available at annual meeting in June.

Event is usually held in the afternoon. A committee is formed with the homeowner/club member, to decide how set up should be handled. Committee should meet on location about one month before event for a planning session. A couple of meetings may need to be held before the event. Anyone is welcomed to help with these events.

There is no set procedure for these events. If there is a special program or refreshments, a fee of no more than \$10. has been charged.

Reservations can be requested if needed. Someone on on the committee could be in charge of that.

Refreshments are usually donated by club members.

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

Any special requirements are worked out by the committee and the homeowner.



# Mountain Garden Club Event Form and Checklist

**Event Name:**

**AFTERNOON IN THE GARDEN**

## 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 checked="" 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 checked="" type="checkbox"/>
Requires Raffle Items?	<input type="checkbox"/>
Requires Table Floral Arrangements?	<input checked="" type="checkbox"/>
Requires Advance Reservations?	<input checked="" type="checkbox"/>
Requires How Many Volunteers? (Enter Number)	<b>5</b>

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

Might be helpful to make sure there will be a few folks available for clean up--usually committee members.



# Mountain Garden Club Time line Template

**Event/Publication**

**Afternoon in the Garden**

Date Created: May 22, 2010 Form Creator Name: Wendy McVey

Event/Pub Date: (appx) Jul 1, 2010 Form Creator Tel.: 603-383-6789

Date to Begin By: \_\_\_\_\_ Form Creator Email: wm.mcvey@roadrunner.com

Committee Name: Programs

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
Early Spring	Talk to club members and select a location for the event.	Should be a member with nice gardens and the ability to hold 20-30 people in their yard.
1 Mo. ahead	Form a committee to plan out the details of the event. Start to send out "hold the date" messages to members.  Announcement of date, time (usually in the afternoon) and location should be available for the June Luncheon.  If reservations are going to be necessary (because of size limitations) someone needs to be appointed to be in charge of them.	Meet at the proposed location (if possible) to do the planning.
1 Wk ahead	Work with the Host/Hostess to finalize any last minute details. Send out a reminder email to all members with necessary details and directions.	Refreshments are usually donated by club members and brought to the event.
Day of	Make sure that all members have name tags and especially new members are introduced around and feel comfortable.	

Rev. TL11/09-05

Print Form



# Mountain Garden Club Event Form and Checklist

**Event Name:**

**Annual Holiday Luncheon**

Date Created: March 18, 2010 Form Creator Name: Colleen Allbee  
Event Date: (appx) December Form Creator Tel.: 603-383-0990  
Date to Begin By: January Form Creator Email: cralbee@mac.com  
Committee Name: Luncheon Events Expense Budget \$0 - \$199 Revenue Budget \$0 - \$199

## Objectives/Purpose of Event:

Our annual Club gathering to celebrate friends and the holiday season. Each year the Mountain Garden Club will donate to "Angels and Elves" - a charity which provides presents for needy children in the Mount Washington Valley who would otherwise not have any gifts at the holiday season. We ask that each member in addition to the luncheon cost donate \$5.00 to "Angels and Elves". This donation is strictly at the members discretion.

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

The Annual Holiday Luncheon will be held in December of each year. The MGC Board members will select a date and time. A suitable, decorative location appropriate for the season will be selected and a price including tax, tip and gratuity will be negotiated. Discussion and approval will take place at a monthly board meeting 8 - 12 months prior to the event. This time line is necessary and must be finalized in advance and given to the Yearbook Chair to facilitate printing of the Yearbook. The Luncheon Events Coordinator should arrive at least one hour prior to the scheduled meeting to ensure proper set-up of the location. Social Hour will begin at 11:00 am with the meeting and Luncheon to follow at 12:00 noon. For step by step details, please see the Annual Luncheon Time line Form.

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

Discussion with the MGC Board members may be necessary approximately one month prior to the event. This discussion may include the necessity of a podium, sound system and extra tables for displays and raffle items. Coordinate all final set-ups with the venue.



# Mountain Garden Club Event Form and Checklist

**Event Name:**

Annual Holiday Luncheon

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

<b>Requirements for this Event</b>	<b>Check If Required</b>
Requires Chairperson?	<input checked="" type="checkbox"/>
Requires Location to Hold Event?	<input checked="" 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 checked="" 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 checked="" type="checkbox"/>
Requires Raffle Items?	<input checked="" type="checkbox"/>
Requires Table Floral Arrangements?	<input type="checkbox"/>
Requires Advance Reservations?	<input checked="" type="checkbox"/>
Requires How Many Volunteers? (Enter Number)	<b>2</b>

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

In closing, the Annual Holiday Luncheon Coordinator will obtain the final bill from the proprietor. This will be given to the MGC Treasurer along with all remaining payments collected for this event. In turn, the treasurer will issue payment in the form of check which will be hand delivered to the site manager.

Print Form

Rev. 11/09-01



# Mountain Garden Club Time line Template

**Event/Publication**

**Annual Holiday Luncheon**

Date Created: Jan. 25, 2010 Form Creator Name: Colleen Allbee  
 Event/Pub Date: (appx) 3rd Mon. in Dec. Form Creator Tel.: 603-383-0990  
 Date to Begin By: January Form Creator Email: cralbee@mac.com  
 Committee Name: Luncheon Events

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.

Time Category	Actions Necessary	Tips & Best Practices
8-12 Mos. ahead	<ol style="list-style-type: none"> <li>1. Discuss and finalize the date for the Annual Holiday Luncheon with members of the Board. This information can be obtained via phone, e-mail or club/board meeting.</li> <li>2. Select a location and negotiate price and menu. The price will include tax and gratuity.</li> </ol>	
6 Mos. ahead	Notify the Yearbook chairperson with the date, location, price and agenda so this information can be entered in the Yearbook.	The Yearbook Chair goes to print in August of each year and must have this information no later than two months prior. It works best for all if she is notified earlier.
3 Mos. ahead	<ol style="list-style-type: none"> <li>1. Call the restaurant for a copy of the menu choices.</li> <li>2. Arrange to receive an up to date member roster from the Webmaster.</li> <li>3. Announce the Luncheon at the October club meeting and be prepared to collect payment and meal choice from members.</li> <li>4. Coordinate with the club president to mail/e-mail an announcement to club members. This should include your name, phone #, e-mail address and mailing address so members can contact you with questions or payment.</li> <li>5. Coordinate with the Webmaster to add an announcement to the MGC web-site.</li> </ol>	<p>The menu must be available before the first announcement is made to facilitate an accurate record of payment and meal choice. Be prepared to collect checks and menu choices at each meeting prior to the event.</p> <p>Payment collected each month prior to the event must be given to the MGC Treasurer for deposit to avoid a service fee from the bank.</p>



# Mountain Garden Club Time line Template

**Event/Publication**

**Annual Holiday Luncheon**

Click to Add a  
Time Category

Time Category	Actions Necessary	Tips & Best Practices
1 Week ahead	<ol style="list-style-type: none"> <li>1. Call restaurant with the total members attending along with the meal choice/count.</li> <li>2. E-mail the final counts to the Webmaster who will use this information for name tags, meal/placement cards and a final printed list of members attending.</li> <li>3. If necessary arrange a meeting at the location to discuss placement of essentials needed for the function. This may include a podium, sound system and extra tables for displays and raffle items.</li> </ol>	
Day of	<ol style="list-style-type: none"> <li>1. The Events Coordinator should arrange to arrive no later than 1 1/2 hours before the scheduled business meeting to ensure proper set-up of the location.</li> <li>2. Obtain final sign-up sheet from the Webmaster and begin signing in members as they arrive.</li> <li>3. Following the event, the bill will be obtained from the site manager and given to the MGC Treasurer along with cash and checks collected from members as payment for the event. In turn, the treasurer will issue payment in the form of check and this should be hand delivered to the location manager.</li> </ol>	If the LEC is not available a qualified assistant must be assigned.

Rev. TL11/09-05

Print Form



# Mountain Garden Club Event Form and Checklist

**Event Name:**

**Annual Meeting and Luncheon**

Date Created: March 18, 2010 Form Creator Name: Colleen Allbee  
Event Date: (appx) June Form Creator Tel.: 603-383-0990  
Date to Begin By: January Form Creator Email: cralbee@mac.com  
Committee Name: (If Applicable) Expense Budget \$0 - \$199 Revenue Budget \$0 - \$199

## Objectives/Purpose of Event:

The Annual Meeting and Luncheon celebrates the end of the fiscal year and gives us a chance to visit with friends in a more formal setting. The meeting portion of this event is for the purpose of installing officers (on even numbered years), receiving annual reports and transacting other business that may arise.

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

The annual meeting will be held in June of each year. An upscale location suitable for the event will be selected and a price including tax and gratuity will be discussed and decided on at a monthly board meeting 8 - 12 months prior to the event. This time line is necessary and must be finalized in advance and given to the yearbook chair. The Luncheon Events Chair (LEC) should arrive at least 1 hour prior to the scheduled meeting to ensure proper set-up of the location. Social Hour will begin at 11:00 am with the meeting and luncheon to follow at 12:00 noon. For step by step details, please see the Annual Meeting Event/Time line form.

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

Discussion with the MGC board members may be necessary approximately one month prior to event. This discussion may include the necessity of a podium, sound system and extra tables for displays, raffle items and the plant swap. Coordinate all final set-ups with the venue.



# Mountain Garden Club Event Form and Checklist

Event Name:

**Annual Meeting and Luncheon**

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

Requirements for this Event	Check If Required
Requires Chairperson?	<input checked="" type="checkbox"/>
Requires Location to Hold Event?	<input checked="" 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 checked="" 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 checked="" type="checkbox"/>
Requires Raffle Items?	<input checked="" type="checkbox"/>
Requires Table Floral Arrangements?	<input type="checkbox"/>
Requires Advance Reservations?	<input checked="" type="checkbox"/>
Requires How Many Volunteers? (Enter Number)	<b>2</b>

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

In closing, the Annual Holiday Luncheon coordinator will obtain the final bill from the proprietor. This will be given to the MGC Treasurer along with all remaining payment collected for this event. In turn, the treasurer will issue payment in the form of a check which will be hand delivered to the site manager.

Print Form

Rev. 11/09-01



# Mountain Garden Club Time line Template

**Event/Publication**

**Annual Meeting and Luncheon**

Date Created: Jan. 25, 2010 Form Creator Name: Colleen Allbee

Event/Pub Date: (appx) 3rd Mon. in June Form Creator Tel.: 603-383-0990

Date to Begin By: January Form Creator Email: crallbee@mac.com

Committee Name: Luncheon Events

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.

Time Category	Actions Necessary	Tips & Best Practices
8-12 Mos. ahead	1. Discuss and finalize the date for the Annual Meeting and Luncheon with members of the Board . This information can be obtained via phone, e-mail or club/ board meetings. 2. Select a location and negotiate the price and menu. The price will include tax and gratuity.	
6 Mos. ahead	Notify the Yearbook Chairperson with the date, location, price and agenda so this information can be entered in the Yearbook.	The Yearbook Chair goes to print in August of each year and must have this information no later than two months prior. It works best for all if she is notified earlier.
3 Mos. ahead	1. Call the restaurant for a copy of the menu choices. 2. Arrange to receive an up to date member roster from the Yearbook Chair. 3. Announce the Luncheon at the April club meeting and be prepared to collect payment and meal choice from members. 4. Coordinate with the club president to mail/e-mail an announcement to club members, this should include your name, phone#, e-mail address and mailing address so members can contact you with questions or payment/ meal choice. 5. Coordinate with the Webmaster to add an announcement to the MGC web-site.	The menu must be available before the first announcement is made to facilitate an accurate record of payment and meal choice. Be prepared to collect checks and menu choices at each club meeting prior to the event.
2 Mos. ahead	Continue to collect payment and meal choices at each club meeting. Some members may choose to mail their payment/menu choice.	Payment collected each month prior to the event must be given to the MGC Treasurer for deposit to avoid a service fee from the bank.
1Mos. ahead	Continue to collect payment and meal choices at each club meeting. Some members may choose to mail their payment/meal choice.	



# Mountain Garden Club Time line Template

Event/Publication

Annual Meeting and Luncheon

Click to Add a  
Time Category

Time Category	Actions Necessary	Tips & Best Practices
1 week ahead	<ol style="list-style-type: none"><li>1. Call restaurant with the total of members attending along with the meal choices and count.</li><li>2. E-mail the final counts to the Webmaster who will use this information for name tags, meal/place cards and a final printed list of members attending.</li><li>3. If necessary, arrange a meeting at the location to discuss placement of essentials needed for the function. This may include a podium, sound system and extra tables for displays, raffle items and plant swap.</li></ol>	
Day of	<ol style="list-style-type: none"><li>1. The Events Coordinator should arrange to arrive no later than 1 1/2 hours before the scheduled meeting to ensure proper set-up of the location.</li><li>2. Obtain the final sign-up sheet from the Yearbook Chair and begin signing in members as they arrive.</li><li>3. Following the event, the bill will be obtained from the site manager and given to the MGC Treasurer along with all cash and checks collected as payment for this event. In turn, the treasurer will issue payment in the form of check and this should be handed delivered to the location manager.</li></ol>	

Rev. TL11/09-05

Print Form



# Mountain Garden Club Event Form and Checklist

**Event Name:** **Art In Bloom**

Date Created: Feb 7, 2010 Form Creator Name: Cal Minton  
Event Date: (appx) Jun 8, 2010 Form Creator Tel.: 603-383-6668  
Date to Begin By: \_\_\_\_\_ Form Creator Email: minton@ncia.net  
Committee Name: Art In Bloom Expense Budget \$0 - \$199 Revenue Budget \$0 - \$199

## Objectives/Purpose of Event:

This annual event gives the Mount Washington Valley Community the opportunity to become aware of the many aspects of being a member of the Mountain Garden Club and it's focus on all things of beauty in nature. It provides the possibility for the members to learn multiple techniques in flower arrangement and the ability to create with expression - what the eye beholds.

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

This event has been held for the past few years at the Mount Washington Artisan's Gallery in North Conway. It is currently planned for the last week-end in June (we feel that most gardens are in full bloom) and scheduled for Friday, Saturday and Sunday from 10:00-5:00. The Gallery has been most hospitable and provides light refreshment from 4:00-6:00PM on Saturday.

The Chairperson and 4 volunteers are able to handle this event with the cooperation of the Gallery personnel.

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

The members provide their own flowers, etc. Most are able to have these available from their own gardens, otherwise from their favorite florists. Arrangements can be completed at home and put in place on Friday at 10:00 AM. or completed at the Gallery work area between 9:00 and 10:00 AM Friday morning.

The Gallery has been kind enough to provide printed programs and run an ad in the local newspaper in addition to publicity provided by the Mountain Garden Club.



# Mountain Garden Club Event Form and Checklist

**Event Name:**

Art In Bloom

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

Requirements for this Event	Check If Required
Requires Chairperson?	<input checked="" type="checkbox"/>
Requires Location to Hold Event?	<input checked="" type="checkbox"/>
Requires Advance Set Up?	<input checked="" type="checkbox"/>
Requires a Press Release?	<input checked="" type="checkbox"/>
Requires Advertising?	<input checked="" 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 checked="" type="checkbox"/>
Requires Food/Refreshments?	<input type="checkbox"/>
Requires Printed Material, Name Tags, Place Cards etc.?	<input checked="" 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>4</b>

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

Removal of all materials and display items..  
 Check with Gallery re: success of event --- set date for next year.

Print Form

Rev. 11/09-01



# Mountain Garden Club Time line Template

**Event/Publication**

**Art In Bloom**

Date Created: Feb 7, 2010 Form Creator Name: Cal Minton  
 Event/Pub Date: (appx) Jun 8, 2010 Form Creator Tel.: 603-383-6668  
 Date to Begin By: \_\_\_\_\_ Form Creator Email: minton@ncia.net  
 Committee Name: Art In Bloom

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.

Time Category	Actions Necessary	Tips & Best Practices
12 Mos. ahead	Contact White Mountain Artisan Gallery when date is confirmed. Notify Yearbook Chairperson in order to be entered in next year's handbook	Best to personally contact owner, Kim Johnson, 356-6546 Make appointment
3 - 4 Mos. ahead	Enlist aid of member to lead instruction class: "Depicting Art Objects with Flowers"	Advisable to have classes to encourage member participation. Possible to have classes at Gallery studio. Check with Gallery.  It might be wise to limit class to 8.
2 Mos. ahead	Promote interest at monthly meeting - have sign-up sheets available	Check with Gallery - They schedule their own newspaper ads. We should do our own publicity in conjunction with these ads if possible Notify Publicity Chairperson.
1 Mo. ahead	Contact all participants to view and select object of their choice.  Ask that they notify Chairperson and Gallery of their decision	Explain time schedule of set-up and take-down & display materials needed
2 Wks. ahead	Follow-up with Gallery - ensure that members that have signed up have selected & advised Gallery of their choice.  Gallery provides refreshments	Gallery will do the programs of selected artwork and names of participants These will be handed out by volunteer at the door
1 Wk ahead	Place cards needed of each participant  Place cards needed of materials used in display	Suggest that these be completed by one of 4 volunteers and placed at each arrangement.
Day of	Provide work area for designers to complete arrangements if needed  Advise break-down schedule	Assign volunteers to be stationed on each level of the Gallery and be familiar with objects on display in order to guide visitors



# Mountain Garden Club Time line Template

Event/Publication

**Art In Bloom**

Click to Add a  
Time Category

Time Category	Actions Necessary	Tips & Best Practices
Day after	Follow-up on take-down completion Check with Gallery re: date for next year	

Rev.



# Mountain Garden Club Event Form and Checklist

**Event Name:**

**Flatbread Co. Fundraiser**

Date Created:	<u>Nov. 4, 2009</u>	Form Creator Name:	<u>Anne Ficke</u>
Event Date: (appx)	<u>June 15, 2010</u>	Form Creator Tel.:	<u>603-374-9042</u>
Date to Begin By:	<u>May 15, 2010</u>	Form Creator Email:	<u>arf206@earthlink.net</u>
Committee Name:	<u>(If Applicable)</u>	Expense Budget	Revenue Budget
		<input type="text" value="\$0 - \$199"/>	<input type="text" value="\$200 - \$399"/>

## Objectives/Purpose of Event:

Flatbread Co. (FC) offers a percentage of all pizzas sold on a Tuesday from 4-9 PM to non-profits in the Mount Washington Valley. The Mountain Garden Club (MGC) is very fortunate to have been offered a Tuesday night the last week in September or first week in October for the previous five to six years. It needs to be profitable, not only for the non-profit organization, but also FC. It is not a large fundraiser for the MGC (\$200-\$400). The proceeds have been getting less and less over the last couple of years, with less participation from the MGC members. The committee should think about different ways to promote this event to the members. It is very easy to organize, with minimal time and effort expended, so is worthwhile for the club. In addition to the proceeds raised from the sale of pizzas, the club has a raffle the night of the event. This has evolved over time to now be a 50/50 raffle, which works best for the tourists who buy tickets. The event offers community exposure for the club and proceeds benefit the MGC scholarship fund.

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

Pizza Night is held at FC in the Eastern Slope Inn building in North Conway Village. The past several years it has been held either the last Tuesday in September or the first Tuesday in October from 4-9 PM. For 2010 the date has been changed to June 15th. The FC chairperson and approximately six MGC volunteers, work one to two-hour shifts, selling raffle tickets, answering questions about the club, taking some photographs and awarding the raffle prize at the end of the evening.

Please refer to the Flatbread Timeline Report for details on how the fundraiser is organized.

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

MGC banner, scholarship poster, easel, money-box with \$50 in small bills, raffle tickets, basket, pens, MGC brochures and lucite holder, camera and raffle item if not a 50/50 raffle.



# Mountain Garden Club Event Form and Checklist

Event Name:

**Flatbread Co. Fundraiser**

## 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 checked="" type="checkbox"/>
Requires Advance Set Up?	<input checked="" type="checkbox"/>
Requires a Press Release?	<input type="checkbox"/>
Requires Advertising?	<input checked="" 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 checked="" type="checkbox"/>
Requires Food/Refreshments?	<input type="checkbox"/>
Requires Printed Material, Name Tags, Place Cards etc.?	<input checked="" type="checkbox"/>
Requires Raffle Items?	<input checked="" type="checkbox"/>
Requires Table Floral Arrangements?	<input type="checkbox"/>
Requires Advance Reservations?	<input type="checkbox"/>
Requires How Many Volunteers? (Enter Number)	<b>6</b>

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

1. Tally the proceeds from the raffle towards the end of the night. If the winner of the raffle is present at FC, award the prize to that person. Otherwise, telephone the winner and arrange for delivery.
2. Retrieve MGC banner from FC before leaving.
3. Return money box with proceeds from the raffle to the treasurer the following day.



# Mountain Garden Club Event Form and Checklist

**Event Name:**

**Flatbread Co. Fundraiser**

4. Return the MGC banner, scholarship poster and easel, as well as left over brochures to the persons from whom they were received when convenient, but before the next MGC meeting.
5. E-mail photos taken at FC to both the scrapbook chairperson and the webmaster.
6. Mail a thank you letter to the FC manager.
7. Write a Letter to the Editor for the Conway Daily Sun and the Mountain Ear, thanking FC and the community for supporting the Alice T. Madden Scholarship Fund.
8. Contact FC via e-mail to set a date for the coming year and inform the yearbook chairperson when it is confirmed .
9. A check will be mailed to MGC from FC about a week after the event.

Print Form

Rev. 11/09-01



# Mountain Garden Club Time line Template

**Event/Publication**

**Flatbread Fundraiser**

Date Created: Nov. 5, 2009 Form Creator Name: Annie Ficke  
 Event/Pub Date: (appx) Sep 29, 2009 Form Creator Tel.: 603-374-9042  
 Date to Begin By: Aug 29, 2009 Form Creator Email: arf206@earthlink.net  
 Committee Name: (If Applicable)

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.

Time Category	Actions Necessary	Tips & Best Practices
12 Mos. ahead	<ol style="list-style-type: none"> <li>Contact Flatbread Co. (currently Staci Blair) via email to request a Tuesday night either the last week in September or the first week in October.</li> <li>When date is confirmed notify the Yearbook chairperson, so it can be entered in the next Yearbook.</li> </ol>	<ol style="list-style-type: none"> <li>Staci Blair's email address is: staciblair@flatbreadcompany</li> </ol>
1 Mo. ahead	<ol style="list-style-type: none"> <li>The FC fundrasier chairperson emails the MGC members promoting the Flatbread Co. (FC) fundraiser.</li> <li>Announce the fundraiser at the Sept. club meeting.</li> <li>Webmaster should add a web page to the MGC website for the FC fundraiser</li> </ol>	<ol style="list-style-type: none"> <li>It might encourage more member participation if it is suggested that they organize a group of friends/ neighbors to reserve a table and "make it a party."</li> </ol>
2 Wks. ahead	<ol style="list-style-type: none"> <li>No later than two weeks ahead design and submit ad to Conway Daily Sun via email for a one-day run the Monday before the event (perhaps it should be Friday or Saturday?).</li> <li>FC chairperson gets a group of six volunteers to work one or two-hour shifts at FC, selling raffle tickets, answering questions about the club and taking some photographs.</li> <li>Drop off the MGC banner at FC a week or two prior to the event for display in the restaurant.</li> </ol>	<ol style="list-style-type: none"> <li>Charge for ad is ~ \$36 - paid at CDS office.</li> <li>Confirm that ad was received and the date it will be run when it is paid for.</li> <li>After the September MGC meeting the banner can be dropped at FC.</li> </ol>
1 Wk ahead	<ol style="list-style-type: none"> <li>Get the money-box with \$50 in small bills and raffle supplies (tickets, pens and basket) from the treasurer.</li> <li>Get the scholarship poster, easel and membership brochures with lucite holder from whomever has them (more than likely, the president and the membership chairperson.)</li> </ol>	<ol style="list-style-type: none"> <li>Use the restaurant table closest to the entrance for set-up.</li> <li>The raffle tickets should have the person's name PRINTED and a telephone number with area code.</li> </ol>



# Mountain Garden Club Time line Template

Event/Publication

**Flatbread Fundraiser**

Click to Add a  
Time Category

Time Category	Actions Necessary	Tips & Best Practices
Day of	<ol style="list-style-type: none"><li>1. The chairperson and one of the volunteers should arrive at FC no later than 4:00 PM to do the minor set-up. Put the scholarship poster on the easel in front of the table so it is readily seen as patrons walk into the dining room. Place the brochures in the holder and raffle basket on the table. The money box can be kept out of sight on the bench.</li><li>2. Tally the proceeds from the raffle towards the end of the night (8 - 8:30 PM).</li><li>3. The winning raffle ticket is pulled (usually by an FC wait staff person) after it is determined what the cash prize will be.</li><li>4. If the winner of the raffle is present at FC, award the prize to that person. Otherwise, telephone the winner and arrange for delivery.</li><li>5. Before leaving for the night, retrieve the MGC banner.</li></ol>	<ol style="list-style-type: none"><li>1. Use the restaurant table closest to the entrance for set-up.</li><li>2. The raffle tickets should have the person's name PRINTED and a telephone number with area code.</li></ol>

Rev. TL11/09-05

Print Form

# Benefit Application

(To be completed by the organization)

Name of Organization: Mountain Garden Club

Mailing Address: P. O. Box 913, North Conway, NH 03860

Contact Person: Annie Ficke

Telephone Number: 603-374-9042

Email Address: arf206@earthlink.net

Have you ever had a benefit here at Flatbread Before?  Y  N

If yes, what was the date of your benefit? September 29, 2009

A brief description of what your organization does:

The Mountain Garden Club's mission is to promote horticultural education, civic beautification and conservation through volunteerism and friendship in the Mount Washington Valley. The Mountain Garden Club was founded in 1973 and is a member of the NH Federation of Garden Clubs and the National Garden Clubs, Inc. Currently (December 2009) there are 153 members who volunteered over 600 hours of community service this past year. The members planted and maintained public gardens throughout the area, including parks, gazebos and traffic islands within the towns of Jackson, Bartlett, Conway, North Conway and Freedom. The club performs community outreach at Merriman House, Children Unlimited and other organizations. It provides landscape assistance for non-profit associations, including the Conway Historical Society, Jackson Town Hall and Habitat for Humanity. Through its fundraising activities, the club provides scholarships each year for Mount Washington Valley high school graduates and post-secondary students in the fields of horticulture and environmental sciences.

The Mountain Garden Club promotes the Flatbread fundraiser night through member emails, the club's webpage ([www.mountaingardenclub.org](http://www.mountaingardenclub.org)), advertising in newspapers and radio, and articles in the local newspapers.

Attach promotional material if you wish.

Please return to Flatbread Company by hand, fax at (603) 356-7519 or by mail at Attn: Staci Blair, PO Box 2475, North Conway, NH 03860



## Benefit Guidelines

Part of our mission at Flatbread is to support local organizations that have an impact on our community. One way that we accomplish this is through the benefit nights that are held Tuesdays at all of our restaurants. This contract spells out the responsibilities that we both have, in order to create the best chance for a successful benefit night for your organization.

**Step One:** Complete the benefit application and return it to Manager, Staci Blair PO BOX 2475 North Conway, NH 03860. Please be sure to include an email address and all other required documentation including the description of your benefit.

We support organizations that we feel have a general support of the human race. If you do not qualify and feel your organization should be reconsidered for a benefit please feel free to contact either Jay Gould or John Meehan at (603) 926-9401 to discuss your organization.

**Step Two:** Once you have confirmed your date we must discuss ways that you will get the word out about your benefit night. This promotion activity, on your part, will make sure as many supporters as possible will come and it may also reach out to new supporters of your cause.

As part of the application, check each of the following actions that your organization will do to insure the success of your benefit night.

### **Mandatory Marketing Requirements:**

- Hand make a canvas banner measuring approximately 3' x 3' (be sure to include the name of your organization, the date of your benefit, and any other pertinent information such as "silent auction" or "raffle" if they will be held.)
- Deliver it to the restaurant at least one month before\* your benefit night.

**\*missing this month in advance deadline may put your benefit night in jeopardy. The Managing Partner, Jim Harrison or Manager Staci Blair must approve your finished banner. (No computer plastic or computer generated signs please.)**

- Please attach an informative summary describing your organization or effort. You may include a brief history, your purpose and goals. You may attach a brochure of your organization, but also please write a description emphasizing what you will be doing with the proceeds from your fundraising efforts in the community. We will be providing this information to our staff so that they may be able to informatively discuss your organization before and during your benefit.

### **Suggested Initiatives:**

- Have a representative or your organization contact local newspapers weeks in advance to see if they will put a notice in the paper for you. Some newspapers run weekly calendar sections and maybe able to publicize a non-profit event.
- Publicize your event in a newsletter or special mailing to your supporters. Please include us in your mailings and/or send us a copy of your newsletter. PO Box 2475, North Conway, NH 03860.
- Contact your supporters via email. Be sure to include the Jim Harrison and Staci Blair in your email: [jimharrison@flatbreadcompany.com](mailto:jimharrison@flatbreadcompany.com) and [staciblair@flatbreadcompany.com](mailto:staciblair@flatbreadcompany.com) .
- Post the event on your web site as well as any other web sites that might support you. If a website is being used please write the URL here:

www. \_\_\_\_\_

- Make posters and ask merchants to post them in their shops. Bring us one too.
  - Print up flyers and hand them out at a previous organizational event or gatherings that you hold. Please bring us a copy.
  - Contact the local radio and television station for a free mention.
  - Start a calling chain and personally request attendance from you supporters.
  - Other:
- 
- 

**Reminder:** Again provide us with a copy of all marketing materials.

**Step three:** We will raise your banner one week in advance of the benefit, which will both advertise and raise awareness of your cause. Banners that are beautiful may be photographed and shown as examples for future benefits and/ or find a new home in Flatbread.

**Step Four:** Your benefit night is here! Here are some more ways to broaden your appeal and your evening proceeds...

- We will provide a table for you to give out flyers, membership information, stickers etc. **We strongly suggest that you have a representative there by 5pm to meet and greet as well as answer questions that our guests have about your organization.**
- Your representative may also sell raffle tickets and hold a silent auction. Organizations report that the raffle and auction can double or triple the amount raised during the benefit.

**Step five:** The Flatbread Company will donate \$3.50 for each whole (large) flatbread and \$1.75 for each small flatbread sold during the benefit night. All benefits **start at 4:00pm and run until close**. This year there will not be any exceptions to the timing of the benefits. Please make sure to include your mailing

address as we will mail you the check **as soon as we can**. Please allow up to two month, unless otherwise planed **before** your benefit night.

**Please**, do your part to make this benefit night a success. The Tuesday night reserved for your benefit is a highly sought after date for many local causes and organizations. All dates are selected with no bias shown to any one cause. Due to the overwhelming amount of worthy causes in the valley we have more organizations that want to hold benefit nights at Flatbread than we have room for. Please do not waste this opportunity. For the sake of those organizations, if you feel that you are unable to make the commitment to do the things necessary to insure a successful benefit night, then please do not apply.

Finally we would like to thank you and your organization for the efforts that you are making to better our world. You are an important part of the fabric of our world. You are making a difference.

We are here to help you and guide you in making your benefit night a success so please call if you have any questions. Please contact Staci Blair or Jim Harrison at (603) 356-4470

# Benefit Application

(To be completed by the organization)

Name of Organization: Mountain Garden Club

Mailing Address: P. O. Box 913, North Conway, NH 03860

Contact Person: Annie Ficke

Telephone Number: 603-374-9042

Email Address: arf206@earthlink.net

Have you ever had a benefit here at Flatbread Before?  Y  N

If yes, what was the date of your benefit? September 29, 2009

A brief description of what your organization does:

The Mountain Garden Club's mission is to promote horticultural education, civic beautification and conservation through volunteerism and friendship in the Mount Washington Valley. The Mountain Garden Club was founded in 1973 and is a member of the NH Federation of Garden Clubs and the National Garden Clubs, Inc. Currently (December 2009) there are 153 members who volunteered over 600 hours of community service this past year. The members planted and maintained public gardens throughout the area, including parks, gazebos and traffic islands within the towns of Jackson, Bartlett, Conway, North Conway and Freedom. The club performs community outreach at Merriman House, Children Unlimited and other organizations. It provides landscape assistance for non-profit associations, including the Conway Historical Society, Jackson Town Hall and Habitat for Humanity. Through its fundraising activities, the club provides scholarships each year for Mount Washington Valley high school graduates and post-secondary students in the fields of horticulture and environmental sciences.

The Mountain Garden Club promotes the Flatbread fundraiser night through member emails, the club's webpage ([www.mountaingardenclub.org](http://www.mountaingardenclub.org)), advertising in newspapers and radio, and articles in the local newspapers.

Attach promotional material if you wish.

Please return to Flatbread Company by hand, fax at (603) 356-7519 or by mail at Attn: Staci Blair, PO Box 2475, North Conway, NH 03860



# Mountain Garden Club Event Form and Checklist

**Event Name:** **Holiday Boutique**

Date Created: May 22, 2010 Form Creator Name: Angel Williams  
Event Date: (appx) Dec 12, 2010 Form Creator Tel.: 986-3444  
Date to Begin By: August 1, 2010 Form Creator Email: amazingwomen@myfairpoint.net  
Committee Name: Holiday Boutique Expense Budget: \$1000 - \$1199 Revenue Budget: \$2000 +

## Objectives/Purpose of Event:

Provide community with a festive holiday atmosphere, beautiful fresh arrangements, baked goodies, shabby chic, and gift items while proceeds support all club projects.

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

Who: All member event  
What: Holiday Boutique  
When: Monday before: all member workshop; Holiday Boutique: 2nd weekend in December  
Where: North Conway Community Center, Village of North Conway, Conway, New Hampshire  
How: Committee chairpersons; all member workshop Monday before; Friday night before 5:00 set up crew and 6:00 set up displays; Saturday day of Holiday Boutique set up 8:00 am

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

Varies depending on various committee creations.

Including but not limited to the following:  
Dried Hydrangeas, eucalyptus, baby's breath, silk flowers  
Greens (to be purchased and supplied from members gardens)/Boxwood  
Plastic Bowls that hold oasis and liners for containers  
Block for the boxwood trees  
Ribbon for the boxwood trees (3 rolls)  
Oasis blocks for boxwood trees (one whole block for each tree)  
O'daptors (green plastic containers that hold oasis and candle for bobeches) 12 pairs (24 total)  
Fresh wreaths  
Christmas related containers and wicker baskets



# Mountain Garden Club Event Form and Checklist

**Event Name:**

**Holiday Boutique**

- Christmas bows and ribbons
- Natural and artificial decorations
- Millimeter balls
- Christmas novelty decorations
- Bird Nooks
- Posters/banner
- Candles to include flameless battery operated
- Ice Skates
- Berry Bowls
- Christmas ornaments (made or purchased)
- Ribbon for bows and price tags
- Donated items for shabby chic table
- Christmas tree
- Tables at community center
- Lady Apples (if applicable)
- Labels and price tags for ALL items except for Shabby Chic items
- Shaws/Hannaford Gift Cert (Sue Andelman usually acquires)
- Cash boxes (unlike the other cash boxes we need dimes, nickels and lots of ones)
- Paper whites/bulbs for Jens Friends
- Tools required: wire, wire cutters, scissors, floral shears, green floral pick, green florist tape, hot glue gun

## 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 checked="" type="checkbox"/>
Requires Advance Set Up?	<input checked="" type="checkbox"/>
Requires a Press Release?	<input checked="" type="checkbox"/>
Requires Advertising?	<input checked="" type="checkbox"/>
Requires a Speaker?	<input type="checkbox"/>
Requires an Audio System?	<input checked="" type="checkbox"/>
Requires a Projector and Screen?	<input type="checkbox"/>
Requires Photos?	<input type="checkbox"/>



# Mountain Garden Club Event Form and Checklist

Event Name:

**Holiday Boutique**

Requires Food/Refreshments?	<input checked="" type="checkbox"/>
Requires Printed Material, Name Tags, Place Cards etc.?	<input checked="" 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.)

Breakdown tables, broom sweep the community center, give some goodies to Ryan and Roger, overseer counts tags, gathers committee profit margin sheet, give numbers to John Bruni.

Print Form

Rev. 11/09-01



# Mountain Garden Club Time line Template

**Event/Publication**

**Holiday Boutique**

Date Created: May 22, 2010 Form Creator Name: Angel Williams  
 Event/Pub Date: (appx) Dec 12, 2010 Form Creator Tel.: 986-3444  
 Date to Begin By: August 1, 2010 Form Creator Email: amazingwomen@myfairpoint.net  
 Committee Name: Holiday Boutique

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.

Time Category	Actions Necessary	Tips & Best Practices
5 Mos. ahead	Send out all member e-mail invite for planning stages of Holiday Boutique	Usually a small group will attend; meeting usually held at workgroup leaders home
3 Mos. ahead	Meeting at workgroup leaders home; the HB flavor is established at this meeting. A theme emerges and it is determined which items and quantity of items will be offered at the HB. Committee workgroups will be identified and leader positions will be filled.  All member workgroup sign up e-mail to be generated.	Encourage new members to attend. Call each one and personally invite, if possible. People attending are encouraged to bring a snack to share. Beverages are provided by workgroup leader.
2 Mos. ahead	Determine supplies needed and buy, acquire or order; order greens (McSherry's, LCR, GDC); Publicity: arrange to do WMWV Drivetime and WPKQ North Country Notebook and Reporter's File and RSN the morning of.	
1Mos. ahead	Call (356-2096) Roger or Ryan at the North Conway Community Center to put up HB Banner.	
1 Mos. ahead	November member meeting poster distribution sign up. Make announcement that a detailed all member Holiday Boutique e-mail will be going out. Announce all-member workshop, date, time, location and that we will be working on berry bowls, birds nests, bobeches, boxwood trees, greens baskets, hanging baskets, CIP wreath making. Inform the members about the Friday night before set up that the Roadie Crew arrives first at 5:00 p.m. for table / floor plan set up and then members drop off/set up sale items at 6:00 p.m. Finish up with HB explanation of Food Table requirements, shabby chic, and general needs such as containers, embellishments, boxes and reiterate the HB 8:00 a.m. set up and start time (9:30 a.m.).	
14 Days ahead	Send out member e-mail sharing HB all member workshop guidelines and procedures. Start tags and pricing.	
6 Days ahead	Facilitate all member HB workshop and you battle distraction. Make sure you have solid workgroup leaders. Have plastic baggies with tags and prices which have been obtained from workgroup leaders previously.	



# Mountain Garden Club Time line Template

**Event/Publication**

**Holiday Boutique**

Click to Add a  
Time Category

Time Category	Actions Necessary	Tips & Best Practices
5 Day ahead	Tuesday after the Monday Boutique Workshop send out member e-mail thanking all who participated and details of upcoming HB set up and day of activities.	
1 Day ahead	5:00 Roadie Crew at NCCC following floor plan. 6:00 members to set up and drop off sale items.	Unlike all the other cash boxes, we need nickles, dimes and ones.
Day of	NCCC set up 8:00 a.m. Doors open at 9:30 a.m. until gone.	Need Greeters/4 cashiers/2 box checkers
1 Day after	Add up tags and give numbers to (what is the official title of what you do - number cruncher guy?, Pie chart guy?) John Bruni as he will prepare HB Breakdown/Proceeds Distribution to be presented at the January meeting. Request workgroup leader recap and forward those numbers to John Bruni - okay got it....Event Analyst! Do we create a new job description?	
2 Days after	Check in with Treasurer to determine miscellaneous expenditures and give those numbers to Event Analyst.	
1 Mos. after	January meeting present HB numbers.	

Rev. TL11/09-05

Print Form



# Mountain Garden Club Event Form and Checklist

**Event Name:**

**Home, Garden & Flower Show**

Date Created: Feb 23, 2010 Form Creator Name: D.D. Warren  
Event Date: (appx) Mid May Form Creator Tel.: 603 383-9760  
Date to Begin By: February Form Creator Email: dd@jacksoncreations.com  
Committee Name: (If Applicable) Expense Budget: \$600 - \$799 Revenue Budget: \$2000 +

## Objectives/Purpose of Event:

The Home, Garden & Flower Show is a three day event held at the Fryeburg Fairgrounds. It has become one of our major scholarship fundraisers. The Mountain Garden Club is given booth space by Dickson & McGonigle, the show providers. The club creates an exhibit based around a garden theme. There are usually four main garden designs or ideas created. During the course of the show, the members sell raffle tickets for the four items. Understanding that even though the designs give the club members a chance to show their creativity and set up a unique display, those items alone will not generate enough in raffle ticket sales as not everyone wants a garden related item. Therefore, to make the raffle more attractive to a wider audience, we solicit four additional items from local businesses that are not garden related. These have included such items as: golf for four, spa treatments, HD Television, dinner for 2 at a high end restaurant, etc.

The show also makes a great showcase for the club. We have exposure to hundreds if not thousands of people from Maine, New Hampshire and the general New England area. Because of the great displays we are seen as an upscale creative club that is full of energy and besides providing great programs and social events for its members, contributes to the community.

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

The Home, Garden and Flower Show for the past several years has been run at the Fryeburg Fairgrounds in Maine. The MGC booth has been located in the same spot at entrance of the Craft Building across from the Agriculture Building. It is held mid May usually the weekend before Memorial Day. We usually set up the booth starting on Wednesday (to ensure that the proper pipe and drape background is put in place) and completing the setup on Thursday. The HGF Chairperson usually has 4 to 8 members who create and set up the booth. We borrow shrubs and trees to fill up the back of the booth from a local nursery, usually McSherry's.

The show hours may vary from year to year but historically they have been - Friday 11 to 6, Saturday 9 to 6, Sunday 9 to 5. We need a minimum of 4 people in the booth at all times to sell raffle tickets and assist the public with questions related to the MGC. We sell tickets until 3 pm on Sunday. Winner does not have to be present to win, but must be reachable by phone. Raffle prizes must be picked up by winner by 5 pm at the booth (the only exception would be a gift certificate which could be mailed).

Tear down requires a minimum of 4 people and takes place at 5 pm on Sunday. It is permissible, however, to allow the raffle item to be removed from the booth area when the winner arrives after the drawing takes place. The remainder of the display is not to be dismantled until the end of the show.

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



# Mountain Garden Club Event Form and Checklist

**Event Name:**

**Home, Garden & Flower Show**

1. plan the theme - contact show management for booth space - get list of HGF show contact phone#s & email
2. secure prizes - send out solicitations - follow up
3. get MGC participants who will create booth planters or arrangements
4. decide how to design areas
5. design ad & send to paper
6. create signage for booth
7. print signage for booth
8. print signage for previous scholarship winners
9. print sign for booth that says "Scholarship Fundraiser Raffle"
10. update & print tri-fold info brochure
11. web site info
12. work shift sign up
13. buy plants for planters or flowers for arrangement
14. create planter or arrangement
15. print name badges for booth workers
16. secure admission tickets (check with show management)
17. decide on dress code
18. email to work shift group - dress code / tickets / location / work times / contact phone#s for all work groups
19. email to club on show particulars and encourage them to attend
20. create script for booth workers so they understand raffle and "pitch" to the public
21. borrow trellis to put bags on for raffle
22. buy bags for raffle
23. secure tablecloth and chairs for raffle table area
24. decide and obtain what to use for stantion or perimeter for booth display area
25. pick out plants for background at McSherry's
26. booth set up pipe and drape - meet p&d people on site to ensure white curtains and proper setup
27. green "grass" rug for booth area floor
28. pick up plants at McSherry's and deliver them to booth area - set up in booth
29. finish booth set up design area
30. provide extension cords for power to booth
31. bring small floor heater (if necessary, some years have been cold and rainy making the booth area cold)
32. take photos of prizes and create bags for raffle (usually Thursday)
33. attach raffle bags to trellis in booth area (usually Friday morning before show starts)
34. get cash box and record starting cash each day
35. decide who will take home cash box each day and make sure it is counted and recorded
36. buy enough raffle tickets to cover at least 3 show days
37. create and print hand out sheets with list of raffle prizes and information pertaining to MGC raffle
38. secure acrylic display signs for signage around booth
39. secure clip boards & pens
40. create sign to booth personnel "no food or drink at booth"
41. create plan for winners who cannot return to booth for prize (ie mail certificate or pick up later)
42. contact show management to get public announcement for raffle
43. ask someone to pull raffle tickets (either show management or ask a parent in the area if their child can participate)



# Mountain Garden Club Event Form and Checklist

**Event Name:**

Home, Garden & Flower Show

- 44. get a bucket to put raffle ticket bag into to pull from
- 45. get a large bag to empty bucket into with name of item for analysis - need one for each raffle item
- 46. use doubleface tape to tape winning raffle ticket to acrylic sign next to prize description
- 47. run raffle at 3 pm - call winners to pick up prize
- 48. booth tear down design area at 5 pm - make sure there are vehicles to transport items out of booth area
- 49. return plants to McSherry's right after teardown on Sunday
- 50. keep track of weather each day - gate also if possible

## 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 checked="" type="checkbox"/>
Requires Advance Set Up?	<input checked="" type="checkbox"/>
Requires a Press Release?	<input checked="" type="checkbox"/>
Requires Advertising?	<input checked="" 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 checked="" type="checkbox"/>
Requires Food/Refreshments?	<input type="checkbox"/>
Requires Printed Material, Name Tags, Place Cards etc.?	<input checked="" type="checkbox"/>
Requires Raffle Items?	<input checked="" type="checkbox"/>
Requires Table Floral Arrangements?	<input type="checkbox"/>
Requires Advance Reservations?	<input type="checkbox"/>



# Mountain Garden Club Event Form and Checklist

**Event Name:**

**Home, Garden & Flower Show**

Requires How Many Volunteers? (Enter Number)

**16**

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

1. Conduct the raffle at 3 pm. If the winner of the raffle is present, award the prize to that person. Otherwise, telephone the winner and arrange for them to pick up their prize at the booth before 5 pm. If the prize is such that can be picked up at another location or be mailed out, make those arrangements with the winner by phone.
2. Start tear down of the booth at 5 pm or when designated by show management. However, raffle winners may pick up their prizes when they arrive at the booth.
3. Designate with "tear down team" their respective jobs. For example, who will return plants, accessories that were borrowed from McSherry's and ensure that they have the proper transportation to do so.
4. Retrieve MGC banner before leaving and ensure it is properly wrapped to avoid wrinkling and damage to the sign.
5. Return the MGC banner, scholarship poster and easel, as well as left over brochures to the persons from whom they were received when convenient, but before the next MGC meeting.
6. Seal up each individual raffle ticket containers and ensure they are kept separate. Give them to the Planning Chair for analysis of the ticket sales by product.
7. Return money box with proceeds from the raffle to the treasurer the following day.
8. E-mail photos taken at HG&F show to both the scrapbook chairperson and the webmaster.
9. Mail a thank you letter to the HG&F show manager.
10. Write a Letter to the Editor for the Conway Daily Sun and the Mountain Ear, thanking the sponsors, the show management, the MGC staffers and the community for supporting the Alice T. Madden Scholarship Fund.
11. Contact show management via e-mail to set a date for the coming year and inform the yearbook chairperson when it is confirmed .
12. Ensure that all expenses are submitted to the MGC Treasurer for payment

Print Form

Rev. 11/09-01



# Mountain Garden Club Time line Template

**Event/Publication**

**Home, Garden & Flower Show**

Date Created: Mar 4, 2010 Form Creator Name: D.D. Warren

Event/Pub Date: (appx) mid May Form Creator Tel.: (603) 383-9760

Date to Begin By: May of current year Form Creator Email: dd@jacksoncreations.com

Committee Name: (If Applicable)

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.

Time Category	Actions Necessary	Tips & Best Practices
12 Mos. ahead	<ol style="list-style-type: none"> <li>Contact Dickson &amp; McGonigle (Karla Ficker) via email to request donation of booth space.</li> <li>Confirm show date for coming year and notify the Yearbook chairperson, so it can be entered in the next Yearbook.</li> </ol>	<ol style="list-style-type: none"> <li>Karla Ficker's email address is: k2ficker@roadrunner.com</li> </ol>
4 Mos. ahead	<ol style="list-style-type: none"> <li>Decide on theme for the booth design</li> <li>Start to contact local businesses for raffle prize donations</li> <li>Decide how many items will be raffled</li> <li>Start to recruit MGC members to create the flower/ garden related items that will be part of the booth design and then be raffled afterward</li> </ol>	<ol style="list-style-type: none"> <li>Usually there are 4 garden or flower related items created by MGC members which become part of the booth design that will be raffled off</li> <li>To attract those patrons who are not interested in garden items, we solicit other types of items for raffle such as: golf passes, spa passes, restaurant gift certificates, HDTV display, etc. - usually 4 items. If we can't get it completely donated, we negotiate procurement at cost or nearly cost.</li> </ol>
2 Mos. ahead	<ol style="list-style-type: none"> <li>Start to work on primary booth signs: Theme sign, Scholarship sign</li> <li>Contact McSherry's nursery and discuss borrowing plants for background and filler for booth</li> <li>Create ad for Conway Daily Sun</li> </ol>	<ol style="list-style-type: none"> <li>McSherry's nursery contact info is: phone - (603) 447-5442</li> </ol>
1 Mo. ahead	<ol style="list-style-type: none"> <li>Set up meeting with MGC team to review booth theme and design.</li> <li>Start to create the items for booth design/raffle (ie plant the containers, obtain other accessory items, etc.)</li> <li>Recruit the MGC members who will man the booth during the show</li> <li>Recruit the MGC members who will work on booth setup and/or tear down</li> <li>Obtain all the non-garden related raffle items</li> <li>Announce event to the club members</li> <li>Add announcement on website</li> <li>Follow up with show management on confirming booth space and ordering pipe and drape (usually white).</li> <li>The Conway Daily Sun has a special insert edition for the show. Submit ad to Conway Daily Sun via email for inclusion in this insert.</li> </ol>	<ol style="list-style-type: none"> <li>It is very important to follow up on this, as pipe and drape comes in from out of state and needs to be ordered in advance.</li> <li>The details for ad submission for the special edition of the CDS is listed in the paper in advance of deadline. Research the date and deliver the ad via CD in .pdf form in person to ensure proper inclusion in the insert.</li> </ol>



# Mountain Garden Club Time line Template

**Event/Publication**

**Home, Garden & Flower Show**

Click to Add a  
Time Category

Time Category	Actions Necessary	Tips & Best Practices
2 Wks. ahead	<ol style="list-style-type: none"> <li>Review status of design items with MGC team</li> <li>No later than two weeks ahead design and submit ad to Conway Daily Sun via email for a one-day run the Monday before the event (perhaps it should be Friday or Saturday?).</li> </ol>	
1 Wk ahead	<ol style="list-style-type: none"> <li>Go to McSherry's to pick out nursery stock to be borrowed</li> <li>Send out email to booth staff reminding them of their workshift</li> <li>Send out email to MGC members reminding them of event</li> <li>Get the money-box with \$50 in small bills and raffle supplies (tickets, pens and basket) from the treasurer.</li> <li>Get the scholarship poster, easel and membership brochures with lucite holder from whomever has them (more than likely, the president and the membership chairperson.)</li> </ol>	
2 Days ahead	<ol style="list-style-type: none"> <li>Go to Fryeburg Fairgrounds on Wednesday before the event. Wait for Pipe &amp; Drape setup team and ensure they set up the proper color drape in the booth.</li> <li>Set up "grass" rugs on floor and everything that can be set up in advance.</li> <li>Send out email to booth staff reminding them of their workshift</li> </ol>	<ol style="list-style-type: none"> <li>This is a double booth. Drape should extend from the door entrance, across the the side and back and ending with a half size drape to divide our space from the adjoining space. It is very important to be on site when pipe and drape is delivered as the set up team is very busy and leave after they are done.</li> <li>There is no security on Wednesday night so items left in booth should be items that do not have to be secured.</li> </ol>
Day Before	<ol style="list-style-type: none"> <li>Pick up plants at McSherry's</li> <li>Finish setup and booth design</li> <li>Pick up show passes from show management</li> <li>Take photos of raffle items in situ</li> <li>Print photos and prepare raffle bags</li> <li>Ensure all signage is in place</li> </ol>	<ol style="list-style-type: none"> <li>Everything should be set up by the night before to ensure that the booth is ready to go when the show opens on Friday.</li> </ol>
Day of	<ol style="list-style-type: none"> <li>The chairperson and one of the volunteers should arrive at the booth to do the minor set-up no later than 9 am. Put the scholarship poster on the easel in front of the table so it is readily seen as patrons walk into the dining room. Place the brochures in the holder and raffle bags on the trellis. The money box can be kept out of sight on the bench.</li> <li>Tally the proceeds from the raffle towards the end of the night (6 - 6:30PM). Record daily total and details of the day for later analysis.</li> <li>The winning raffle ticket is pulled on Sunday usually by someone in the crowd.</li> <li>If the winner of the raffle is present, award the prize to that person. Otherwise, telephone the winner and arrange for pickup.</li> </ol>	<ol style="list-style-type: none"> <li>Set the raffle sale table up closest to the entrance for best visibility</li> <li>The raffle tickets should have the person's name PRINTED and a telephone number with area code.</li> <li>Have a lucite frame with raffle prizes listed at the sales table. When the raffle takes place, use doubleface tape to adhere the winning ticket next to the description of the prize. This makes it easier to call the winners, and for the public to view who the winners are.</li> </ol>



# Mountain Garden Club Event Form and Checklist

**Event Name:** **Lunch & Learn, Fall & Spring**

Date Created: April 15, 2010 Form Creator Name: Wendy McVey/Colleen Allbee  
Event Date: (appx) Oct. & April Form Creator Tel.: 603-383-6789/60  
Date to Begin By: February Form Creator Email: wm.mcvey@roadrunner.com/crallbee  
Committee Name: Program Chair/Luncheon Events Chair Expense Budget  Revenue Budget

## Objectives/Purpose of Event:

These two forums give the club an opportunity to invite a speaker of expertise in the educational fields of gardening, horticulture, floral design and environmental studies.

Event usually scheduled for the 3rd Monday of the month. (October & April)

These programs are in combination with a social time, club meeting, then luncheon. Speaker gives his/her presentation during the luncheon.

These programs are also advertised to the general public. Publications and advertisements are coordinated through the Publicity Chair.

Sponsorships are sought out (but not always found) for these events.

Because these events are planned a year in advance, information concerning the events needs to be in the hands of the Yearbook Chair and Webmaster by May of the fiscal year prior to the event.

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

Once the program and speakers for these two events have been decided on by the Program Committee, the arrangements and organization of the events are turned over to the Luncheon Events Chair (recently, Colleen Allbee). Arrangements are then made by the Luncheon Events Chair for the location, menu planning and reservations.

Advance reservation and payment are required and collected by the Events Chair.

Communication with the Program speaker follows the same format as stated in Position Form entitled "Program Planning".

There is usually a higher fee paid for these speakers.

There may also be a need to arrange for housing the evening before (as their travel distance may be further). In the past, we have obtained discounted or free accommodations from club members who operate Inns or Bed & Breakfast's.



# Mountain Garden Club Event Form and Checklist

**Event Name:**

**Lunch & Learn, Fall & Spring**

All arrangements with the speakers are coordinated through the Program Chair. All information is to be shared with Program Committee, Events Chair and discussed in detail at each MGC Board meeting prior to each event.

Arrangements for payment to the location manager and speaker are made ahead with MGC Treasurer. Separate checks are obtained and payment is presented on the day of the event.

Because this event comes just before the renewal of membership fees, it is a good idea to set up a separate table for the Treasure at the event so that he/she can collect the fees.

Materials, Equipment Or Supplies Needed To Put On Event:

Equipment needed for presentation - an audio system, table, podium, etc. is worked out with the restaurant and person in charge of the speaker.

Because this is also a meeting, all of the things required for a meeting need to be present i.e. flag, banner etc.

## 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 checked="" type="checkbox"/>
Requires Advance Set Up?	<input checked="" type="checkbox"/>



# Mountain Garden Club Event Form and Checklist

Event Name:

**Lunch & Learn, Fall & Spring**

Requires a Press Release?	<input checked="" type="checkbox"/>
Requires Advertising?	<input checked="" type="checkbox"/>
Requires a Speaker?	<input checked="" type="checkbox"/>
Requires an Audio System?	<input checked="" type="checkbox"/>
Requires a Projector and Screen?	<input checked="" type="checkbox"/>
Requires Photos?	<input checked="" type="checkbox"/>
Requires Food/Refreshments?	<input checked="" type="checkbox"/>
Requires Printed Material, Name Tags, Place Cards etc.?	<input checked="" type="checkbox"/>
Requires Raffle Items?	<input checked="" type="checkbox"/>
Requires Table Floral Arrangements?	<input type="checkbox"/>
Requires Advance Reservations?	<input checked="" type="checkbox"/>
Requires How Many Volunteers? (Enter Number)	

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

The April and October Lunch and Learn Events Coordinator will obtain the final bill from the proprietor. This will be given to the MGC Treasurer along with all remaining payment collected for this event. In turn, the treasurer will issue payment in the form of check which will be hand delivered to the site manager. The restaurant is responsible for cleanup.

Print Form

Rev. 11/09-01



# Mountain Garden Club Time line Template

**Event/Publication**

**Lunch and Learn**

Date Created: May 5, 2010 Form Creator Name: Colleen Allbee  
 Event/Pub Date: (appx) 3rd Mon. in Apr/ Form Creator Tel.: (603) 383-0990  
 Date to Begin By: 12 months prior Form Creator Email: crallbee@mac.com  
 Committee Name: Luncheon Events

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.

Time Category	Actions Necessary	Tips & Best Practices
8 - 12 Mos. ahead	1.) Discuss and finalize the date for the April/October Lunch and Learn with the Board members. This information can be obtained via phone, e-mail or club/board meeting. 2.) Select a location and negotiate the price and menu. The price will include tip and gratuity.	
6 Mos. ahead	Notify the Yearbook Chair with the date, location, price and agenda so this information can be entered in the Yearbook.	The Yearbook Chair goes to print in August of each year and must have this information no later than two months prior. It works best for all if she is notified earlier.
3 Mos. ahead	1.) Call the restaurant for a copy of the menu choices. 2.) Arrange to receive an up-to-date member roster from the Webmaster. 3.) Announce the luncheon 2-3 months prior to the event. This can be done by the President via mail/e-mail and at club meetings. Be prepared to collect payment and meal choice form members. 4.) Coordinate with the club president to mail/e-mail an announcement to club members. This should include your name, phone #, e-mail address and payment deadline so members can contact you with questions and payment. 5.) Coordinate with the Webmaster to add an announcement to the MGC web-site.	The menu must be available before the first announcement is made to facilitate an accurate record of payment and meal choice. Be prepared to collect cash/checks and menu choice at each meeting prior to the event. Payment collected each month prior to the event must be given to the MGC Treasurer for deposit to avoid a service fee from the bank.
1 Wk ahead	1.) Call the restaurant with the total members attending along with meal choice and meal count. 2.) E-mail the final list of names to the Webmaster who will use this information for name tags, meal/placement cards and a final printed list of members and guests attending. This list will be used at sign-in. 3.) A meeting may be arranged at the venue the day before the Lunch and Learn to discuss placement of essentials needed for the function. This may include a podium, sound system and extra tables for displays and raffle items.	



# Mountain Garden Club Time line Template

Event/Publication

Lunch and Learn

Click to Add a  
Time Category

Time Category	Actions Necessary	Tips & Best Practices
Day of	1.) The Luncheon Events Coordinator (LEC) should arrange to arrive no later than 1 1/2 hours before the scheduled business meeting to ensure proper set-up of the location. 2.) Obtain the final sign-in sheet from the Webmaster and begin signing in members as they arrive. 3.) Following the event, the bill will be obtained from the site manager and given to the MGC Treasurer along with cash and checks collected from members as payment for the event. In turn, the treasurer will issue payment in the form of check and this will be hand delivered to the site manager.	If the LEC is not available, a qualified assistant must be assigned.

Rev. TL11/09-05

Print Form



# Mountain Garden Club Event Form and Checklist

**Event Name:** Monthly Meetings

Date Created: May 9, 2010 Form Creator Name: Gini Cornila  
Event Date: (appx) Sep 16, 2010 Form Creator Tel.: 603-986-1495  
Date to Begin By: 1st week of month Form Creator Email: Gini Cornila  
Committee Name: (If Applicable) Expense Budget \$0 - \$199 Revenue Budget \$0 - \$199

## Objectives/Purpose of Event:

Program meetings are the major social, educational and communication vehicles of the club.

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

It is the president's responsibility to run the business meeting prior to the program meeting. She also oversees all aspects of the meeting in general with the help of appropriate committees (Hospitality, Membership, Raffle and Program Committees are required at each of the meetings, other committees participate as appropriate, i.e. Sunshine Lady and Horticulture).

The meetings are held the third Monday morning of each month September through June. Exceptions are January and February when the meetings are held the second Monday of the month so they won't fall on the holiday weekend. Alternate snow dates have been designated for January-March.

The meeting are held at pre-determined locations that are published in the member yearbook.

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

Hospitality (provided by Hospitality Committee--including volunteers to help set up chairs when necessary)  
Raffle items (provided by Raffle Committee)  
Name tags (provided by Membership Committee)  
Speaker System  
Projector (when needed)  
BELL  
FLAG  
Yearbook to recite the Garden Club Creed  
Meeting Agenda



# Mountain Garden Club Event Form and Checklist

**Event Name:**

**Monthly Meetings**

Tables as needed (membership sign in, head table doubles as speaker table, horticulture, raffle, announcements or special offers-i.e. member benefit logo apparel, etc.

A supply box or bag with extension cords, packing tape, scissors, pens, clipboards and other emergency items that might be needed as determined by the president.

## 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 checked="" 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 checked="" type="checkbox"/>
Requires an Audio System?	<input checked="" type="checkbox"/>
Requires a Projector and Screen?	<input checked="" type="checkbox"/>
Requires Photos?	<input checked="" type="checkbox"/>
Requires Food/Refreshments?	<input checked="" type="checkbox"/>
Requires Printed Material, Name Tags, Place Cards etc.?	<input checked="" type="checkbox"/>
Requires Raffle Items?	<input checked="" type="checkbox"/>
Requires Table Floral Arrangements?	<input type="checkbox"/>
Requires Advance Reservations?	<input checked="" type="checkbox"/>
Requires How Many Volunteers? (Enter Number)	<b>12</b>



# Mountain Garden Club Event Form and Checklist

**Event Name:**

**Monthly Meetings**

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

Publicity, press release and reservations are required for certain meetings (December and June Luncheons, October and April Lunch and Learns, Floral Design Workshop).

Members are requested to clean up and put chairs away at meetings requiring this (meetings held at Salyards and the North Conway Community Center in particular).

Print Form

Rev. 11/09-01



# Mountain Garden Club Time line Template

**Event/Publication**

**Monthly Meetings Timeline**

Date Created: May 17, 2010 Form Creator Name: Gini Cornila  
 Event/Pub Date: (appx) Sep 20, 2010 Form Creator Tel.: 603-986-1495  
 Date to Begin By: Sep 6, 2010 Form Creator Email: ginic@mac.com  
 Committee Name: President's Responsibility

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.

Time Category	Actions Necessary	Tips & Best Practices
Routine format	<p>**Each meeting follows a similar format with slight changes for each month. Routine instructions given first followed by monthly exceptions.            Begin writing agenda shortly after current meeting (best practice).            Each month's meeting will require slightly different advance preparation.</p>	<p>Best tip: Use the previous year's agenda as a template to compose the agenda for the upcoming meeting.             Consult the Microsoft Live OfficeSpace website, and call or email board members to see if that have items to add. Include enough detail to make minute taking easy for the recording secretary. Refer to previous month's meeting minutes for outstanding business. Add enough items to be thorough but include only highlights and announcements.</p>
1 Wk ahead	<p>Broadcast an e-mail meeting reminder to all members with previous month's minutes for review.            Check with program chair to see who will announce speaker and include this on agenda.            Check with Sunshine Lady to see if there is any member news about cards sent.</p>	
2 Days ahead	<p>Check with raffle chairperson and include raffle items on agenda.            Check with Horticulture chair to see if she will need a table set up. Same with any other committees who may need one.</p>	
Day Before	<p>Finalize agenda and send to Executive Officers (VP, Recording Secretary and Treasurer)</p>	



# Mountain Garden Club Time line Template

**Event/Publication**

**Monthly Meetings Timeline**

Time Category	Actions Necessary	Tips & Best Practices
Day of	<p>Arrive to meeting place at least an hour early to set up, answer questions from committee members and deal with any last minute changes.</p> <p>Test microphone</p> <p>Give membership a 5 minute warning (bell and announcement) to get their refreshments and find a seat before the business meeting begins</p> <p>Open and conduct meeting according to agenda.</p> <p>Announce raffle items and close business portion of the meeting</p> <p>Break--</p> <p>Give another five minute warning before program meeting is to begin</p> <p>Hold raffle</p> <p>Announce the member who is to introduce the speaker</p> <p>Ask that members remain afterward to help pick up if necessary</p> <p>At end, thank speaker and members for attending. People will be rushing for the door!</p>	
September	<p>Location is Tin Mountain. They require an insurance certificate( signed by the president) on the premises well in advance of the meeting date. Get copy from Treasurer and mail or drop off signed copy.</p> <p>Since October is a Lunch and Learn, reservations only, an email broadcast must go out to membership the first week in September followed up by sign up list and announcement at September meeting. Coordinate with Luncheon Events Organizer.</p>	Tin Mountain Contact: Susan Bean 603-447-6991
October	<p>October is a Lunch and Learn program at the Red Fox Pub. Another reminder email with reservation cutoff date is sent about 3 weeks before the event, then a reminder email just before the event reminding everyone it is a reservations only event.</p> <p>November is the hands-on floral design workshop. Registration and a small supply fee required. Broadcast email goes out the second week in October; signup continues at the October meeting. Coordinate with workshop organizer. A batch of sleeved flowers must be ordered.</p>	
November	<p>Hands-on Floral Design Workshop at the North Conway Community Center.</p> <p>December meeting is the Holiday Luncheon-reservations only. Email broadcast to members must go out by second week of November.</p>	Do not hand out flowers until just before workshop is to begin. Ask for a few volunteers in advance to help with this.



# Mountain Garden Club Time line Template

Event/Publication

**Monthly Meetings Timeline**

Click to Add a Time Category		
December	<p>Reminder email for reservation cutoff for Holiday Luncheon sent first week in December.</p> <p>Holiday Luncheon - Late start (11:00 a.m.); short business meeting (announcements only); 10 door prizes needed.</p>	
January	<p>Snow dates in effect. Special opening procedures (alarm system) at Salyards Center for the Arts--code changed yearly,</p>	<p>Salyards contact: Chris Delano Chris; cell 603-401-1738; email: c.delano@roadrunner.com</p>
February	<p>See January (if meeting location is Salyards)</p>	
March	<p>See January (if meeting location is Salyards)</p>	
April	<p>Lunch and Learn at the Red Fox Pub in Jackson. See October's notes.</p>	
May	<p>June is the Annual Meeting-send email broadcast invitation the second week in May.</p>	
June	<p>Reminder broadcast email of reservation deadline for June Luncheon sent first week in June.</p> <p>Annual Luncheon typically at the Wentworth Inn in Jackson. Late start (11:00 a.m.); 10 door prizes needed (\$3-5 value) in addition to raffles provided by Raffle Committee. Coordinate with Luncheon Organizer.</p>	

Rev.



# Mountain Garden Club Event Form and Checklist

**Event Name:** **New Member Reception**

Date Created: May 7, 2010 Form Creator Name: Gini Cornila  
Event Date: (appx) Mar 15, 2011 Form Creator Tel.: (603) 986-1495  
Date to Begin By: Jan 15, 2011 Form Creator Email: ginic@mac.com  
Committee Name: New Member Ambassador Team Expense Budget \$0 - \$199 Revenue Budget \$0 - \$199

## Objectives/Purpose of Event:

Introduce new members to club activities, events and projects in a informational social setting, so new members feel welcomed by the club at large and meet as many veteran and committee members as possible.

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

The New Member Ambassador Team (NMAT) coordinates this event. Actual date is determined by the board and committee; typically a slow time for other club activities and events (summer or winter/early spring after the major holidays). Note that late winter/early spring is preferable because other club activities are slow and there are few outdoor distractions. The NMAT determines the location and format. New members are invited to come to meet committee chairs and veteran members. Veteran members, officers, and committees chairs are encouraged to come in support of the new members. This event can be a morning brunch, lunch or early afternoon event. The NMAT decides on a menu and asks veteran members to volunteer paper supplies, drinks, salads, main course, appetizer, desserts, etc. At some point during the event, the president or a designate welcomes the group, especially the new members; announcements and thank you's are made and possibly chair people are asked to identify themselves and say a few words about their committee (time permitting). This is an informal event; attendance determines the flow.

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

1. Food, drinks, paper and plastic eating and drinking supplies.  
Budget:  
Food and drinks are supplied by the members. There is a \$25 budget (under misc. line item in budget) to pay for paper and plastic supplies.



# Mountain Garden Club Event Form and Checklist

**Event Name:**

New Member Reception

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

Requirements for this Event	Check If Required
Requires Chairperson?	<input checked="" type="checkbox"/>
Requires Location to Hold Event?	<input checked="" 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 checked="" type="checkbox"/>
Requires a Projector and Screen?	<input type="checkbox"/>
Requires Photos?	<input checked="" type="checkbox"/>
Requires Food/Refreshments?	<input checked="" type="checkbox"/>
Requires Printed Material, Name Tags, Place Cards etc.?	<input checked="" type="checkbox"/>
Requires Raffle Items?	<input type="checkbox"/>
Requires Table Floral Arrangements?	<input type="checkbox"/>
Requires Advance Reservations?	<input checked="" type="checkbox"/>
Requires How Many Volunteers? (Enter Number)	<b>6</b>

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

Members are asked to stay and help clean up.

Print Form

Rev. 11/09-01



# Mountain Garden Club Time line Template

**Event/Publication**

**New Member Reception**

Date Created: May 9, 2010 Form Creator Name: Gini Cornila  
 Event/Pub Date: (appx) Mar 3, 2011 Form Creator Tel.: 603-986-1495  
 Date to Begin By: Jan 3, 2011 Form Creator Email: ginic@mac.com  
 Committee Name: New Member Ambassador Team

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
2 months ahead	At board meeting about 2 months ahead of event, decide on date and location of reception. Time of day will determine what kind of refreshments to serve. New Member Ambassador Chairperson should bring this event to the club's attention once a year at about the same time of year.	Event can be held at any time but should not be combined with any other occasion so that new members are the focus. To encourage attendance, the event should be timed for a slow time of the year for other activities (Feb-Mar work well).
Six weeks ahead	Send out all member email information everyone of event (sample attached). Ask veteran members to sign up for food, drink and paper goods supply donations via email to committee chair or at the upcoming program meeting. (sign up sheet sample attached but may change according to appropriate refreshments for time of day.	Typically there is too much food so committee chair should monitor sign up sheets and plan accordingly. There is a small budget (\$25-\$35) for paper goods; everything else is donated by members.
1 Wk ahead	Send out reminder email encourage all to come. Call new members and committee chairs who are not signed up to urge them to come.	
Day of	The chair or person who is hosting the event may need a small group to help set up a half hour to hour before guests are to arrive. First hour is general mingling and visiting. At some point, photographer tries to get a picture of all new members in attendance. President or designate greets group, makes announcements and introductions if appropriate. Event lasts 2-3 hours; veteran members are requested to stay and help clean up afterward.	The event is largely social. The number of members determines how formal or informal introductions and announcements will be.

Rev. TL11/09-05

Print Form



# Mountain Garden Club Time line Template

**Event/Publication**

**CIP Community Wreaths**

Date Created: Jan 19, 2010 Form Creator Name: Norma Whitmore

Event/Pub Date: (appx) Dec 11, 2010 Form Creator Tel.: 356-9512

Date to Begin By: Oct 1, 2010 Form Creator Email: pumpkin76@roadrunner.com

Committee Name: (If Applicable)

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
2 Mos. ahead	Have someone make 16 Bows for the Wreaths using Red and Gold Backed Ribbon	
1 Mo. ahead	Order sixteen 12 or 14 inch Wreaths. Size depends on the fullness of the wreaths.	
Day of	Bring the wreaths to the Boutique Workshop to assemble first thing.	Attached the bows and the MWGC tags and get Members to deliver the wreaths to the various Community Sites.

Rev. TL11/09-05

Print Form



# Mountain Garden Club Event Form and Checklist

**Event Name:**

**Paper white workshop/sale**

Date Created: Jan 17,2010 Form Creator Name: Norma Whitmore  
Event Date: (appx) Dec 3, 2009 Form Creator Tel.: 356-9512  
Date to Begin By: Dec 3, 2009 Form Creator Email: pumpkin76@roadrunner.com  
Committee Name: (If Applicable) Expense Budget \$0 - \$199 Revenue Budget \$0 - \$199

Objectives/Purpose of Event:

Sell bulbs to raise money for Jen's Friends.

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

Chairperson and Co-Chair Meet and determine what bulbs to order, the amount and types, and when to hold the workshop. An order for the bulbs is placed with the bulb company. A list of volunteers is part of the Boutique sign up sheet which is given to the Chair and the volunteers are notified of the date of the workshop which is currently held at Pumpkin Hollow. Day prior to the workshop setup the work area to be ready for the w/s. Week prior to the Boutique a couple of hours with 3 or 4 people to price and tag the containers. Combine the price tag, MGC tag, and growing direction tag. The night before the Boutique is setup at the NCCC. All the containers are taken to the Center and are readied for the next morning.

Materials, Equipment Or Supplies Needed To Put On Event:

Containers for the bulbs are solicited from the members during the year and collected by the Chair. Supplies needed:  
3 bags of small Marble Chips, A poster from Jen's Friends, various signs/pictures describing the flowers, container for cash donations, growing directions tags to be attached to the price tags and Bulbs-  
ordered Paper whites from colorblends.com and Chinese Sacred Lilies from easyto growbulbs.com .



# Mountain Garden Club Event Form and Checklist

**Event Name:**

**Paper white workshop/sale**

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

<b>Requirements for this Event</b>	<b>Check If Required</b>
Requires Chairperson?	<input checked="" type="checkbox"/>
Requires Location to Hold Event?	<input checked="" 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 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>8</b>

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

Containers that have not sold at the Boutique are than taken to the Holiday luncheon to be sold at that time. Need to take cash with you to make change.

Print Form

Rev. 11/09-01



# Mountain Garden Club Time line Template

**Event/Publication**

**Paper White Workshop**

Date Created: Jan 18, 2010 Form Creator Name: Norma Whitmore  
 Event/Pub Date: (appx) Dec 3, 2009 Form Creator Tel.: 356-9512  
 Date to Begin By: 9/15/2009 Form Creator Email: pumpkin76@roadrunner.com  
 Committee Name: (If Applicable)

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
3 Mos. ahead	WORKSHOP Co- Chairs meet to determine what and quantity of bulbs to order. Order is placed to be delivered in November.	
2 Mos. ahead	Determine the date of the work shop and notify the volunteers by email of the date.	
Day Before	Co-Chairs setup for the w/s	Wash the containers. Set up tubs of marble chips and set out the bulbs.
1 Wk ahead	BOUTIQUE SALE During the week prior to sale, 3 or 4 people to meet for a couple of hours to price and tag the containers. Put the containers on trays to carry to the Community Center the night before the Boutique	

Rev. TL11/09-05

Print Form



# Mountain Garden Club Event Form and Checklist

**Event Name:**

**Monthly Programs- 6**

Date Created: 2/11/2010 Form Creator Name: Wendy McVey

Event Date: (appx) \_\_\_\_\_ Form Creator Tel.: 603-383-6789

Date to Begin By: 09/00/2010 Form Creator Email: wm.mcvey@roadrunner.com

Committee Name: Program Committee

Expense Budget

\$0 - \$199

Revenue Budget

\$0 - \$199

## Objectives/Purpose of Event:

The objective is to try to carry out the mission statement of the club: to provide education and opportunities for its members, to promote the love of gardening, floral design, civic and environmental responsibility.

Each year ideas for programs are gathered and then chosen in hopes of fulfilling the goals of the statement, and the desires of the club members.

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

Date, selection of speaker and topic chosen by program committee.

A program committee person, or program coordinator is in charge of details getting speaker to attend designated meeting. Keep an eye on the door so as to welcome the speaker!

Important to have speaker arrived early enough so they can get organized and check on any special arrangements that might have been made. Most speakers do not need a lot of special arrangements. Refer to check list. However, introduce them to the President and other board members if possible. Show them where the 'facilities' are located! Take their coats, offer them a beverage etc.

\*Refreshments and Theme for the program is carried out by another committee.

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

Any equipment, materials or supplies needed are part of the discussion when booking the speaker.

Most speakers provide their materials. But each program is different, and we do check to make sure everything is in order.



# Mountain Garden Club Event Form and Checklist

**Event Name:**

**Monthly Programs- 6**

## 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 checked="" type="checkbox"/>
Requires Advance Set Up?	<input checked="" type="checkbox"/>
Requires a Press Release?	<input checked="" type="checkbox"/>
Requires Advertising?	<input checked="" type="checkbox"/>
Requires a Speaker?	<input checked="" type="checkbox"/>
Requires an Audio System?	<input checked="" type="checkbox"/>
Requires a Projector and Screen?	<input checked="" type="checkbox"/>
Requires Photos?	<input checked="" type="checkbox"/>
Requires Food/Refreshments?	<input checked="" type="checkbox"/>
Requires Printed Material, Name Tags, Place Cards etc.?	<input checked="" type="checkbox"/>
Requires Raffle Items?	<input checked="" type="checkbox"/>
Requires Table Floral Arrangements?	<input checked="" type="checkbox"/>
Requires Advance Reservations?	<input type="checkbox"/>
Requires How Many Volunteers? (Enter Number)	

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

Number of volunteers, requirements may be different for each program, but usually seems to be fairly similar. Check other remarks. Clean up is not organized, everyone seems to pitch in, and it does



# Mountain Garden Club Event Form and Checklist

**Event Name:**

**Monthly Programs- 6**

differ depending on the location.

REGARDING LOCATION: SPECIAL EVENTS and yearly Christmas and Annual Meeting Luncheons locations may differ each year and are selected by the President or persons in charge of those events.

PROGRAM LOCATIONS: Are selected by the Programing Planning Committee each year. However, there has been a constant location for the five monthly programs (Sept., Jan., Feb., March, May).

Tin Mountain Conservation Center in Albany - September (Wendy McVey has made this contact)

The Salyards Center for the Arts - January, February, March. (Annie Ficke has been making this contact)

To be decided location, depending on program - for May. (person in charge of this program makes arrg.)

Print Form

Rev. 11/09-01



# Mountain Garden Club Time line Template

**Event/Publication**

**Programs**

Date Created: 2/11/2010 Form Creator Name: Wendy McVey  
Event/Pub Date: (appx) \_\_\_\_\_ Form Creator Tel.: 603-383-6789  
Date to Begin By: month of February Form Creator Email: wm.mcvey@roadrunner.com  
Committee Name: (If Applicable) Monthly Programs

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.

Time Category	Actions Necessary	Tips & Best Practices
12 Mos. ahead	Start to collect ideas for programs.	Ideas come from many sources. Newspaper, magazine articles, speaking with friends who belong to other garden clubs, tapping ideas from our own club members especially important. New Hampshire state supplied info through UNH. Info from other Federated clubs. Garden web sites. Local owner of garden centers.



# Mountain Garden Club Time line Template

**Event/Publication**

**Programs**

Time Category	Actions Necessary	Tips & Best Practices
<p>7 Mos. ahead</p>	<p>Select members from MGC who have interest and ideas in helping decide schedule for next years programs. First meeting may be after February board meeting at Met. At this meeting tasks and contacts for possible meetings and events will be divided up as needed.            Schedule of monthly events as of 2010-2011:            (Program chair responsible '*')            Meetings are usually scheduled on 3rd Mon. of month.            Sept. - Monthly meeting &amp; program*            Oct. - Fall Lunch and Learn*            Nov. - Monthly meeting, Educational Workshop (a MGC mem.)            Dec. - Holiday Boutique Workshop &amp; Sale (a MGC mem.)                    Holiday Luncheon (a MGC mem.)            Jan. - Monthly meeting &amp; program*            Feb. - Monthly meeting &amp; program*            Mar. - Monthly meeting &amp; program*            April - Spring Lunch &amp; Learn*            May - Monthly meeting &amp; program*            June - MGC Plant Sale (a MGC mem.)                    Annual Meeting &amp; Luncheon (Pres. &amp; Board)            July - Afternoon in the Garden * (select chair.)            August - Afternoon in the Garden * (select chair.)</p> <p>* Special Events and Fundraisers are part of the MGC calendar, but not part of the program chair's responsibility</p>	<p>Solicit ideas previous to first meeting from MGC members. Select club members who have some knowledge of what has been presented in the past, and have a feeling of what might be well received as a possible program in the future.</p> <p>After meeting discussions, time for future research into possible speakers.</p> <p>Fees &amp; Budget are also part of this meeting.</p> <p>REGARDING LOCATION: SPECIAL EVENTS and yearly Christmas and Annual Meeting Luncheons locations may differ each year and are selected by the President or persons in charge of those events.</p> <p>PROGRAM LOCATIONS: Are selected by the Programing Planning Committee each year. However, there has been a constant location for the five monthly programs (Sept., Jan., Feb., March, May).            Tin Mountain Conservation Center in Albany - September (Wendy McVey has made this contact)</p> <p>The Salyards Center for the Arts - January, February, March. (Annie Ficke has been making this contact)</p> <p>'To be decided' location, depending on program - for May. (person in charge of this program makes arrg.)</p> <p>Contract forms may need to be filled out for facility usage.            Insurance forms.</p>
<p>4 Mos. ahead</p>	<p>For matters, of publicity and publication of the MGC member annual booklet, all dates, program selections, and information on speakers should be in place by end of May-mid June for the following new season. (See above schedule.)</p> <p>Information to:            Presently, DD Warren and John Bruni for booklet.</p> <p>Obtain from speakers: 1. a recent photo, 2. Biography, 3. Title of Talk, 4. Brief Description of talk.</p> <p>Annie Ficke info for publicity.</p>	<p>Speakers may be contacted by a couple members of the committee. Thus information is shared via email until all programs are in place. A brief meeting should be held to verify all dates, speakers, &amp; locations--and person responsible.</p> <p>Communications with speakers:            Contact via phone--sometimes nice if you have a referral.            Email or letter.</p> <p>Have found that one of the biggest part of the job is staying intouch with speakers. Because such advanced arrangements are made, a note of reminder once or twice during the year is a good thing.</p> <p>*Once MGC booklet has been printed, send copy to each speaker, clipping page on which their program is printed.</p>



# Mountain Garden Club Time line Template

Event/Publication

Programs

Click to Add a  
Time Category

<p>1 mos. ahead</p>	<p>Contact speaker again by phone and or e-mail. Make sure the speaker is clear on where and when the meeting is. Also that we are clear on what special arrangements or equipment might be needed for their presentation.</p> <p>*Payment check. How should it be made out? Notify treasurer. Treasurer will bring check to meeting.</p>	<p>Sometimes speakers are not quick to respond to our communication, but that is because most have full time jobs and are busy. Just need to keep on top of them.</p>
<p>Day or two ahead</p>	<p>Just touch base again. Get their cell phone number and give number of location or your cell phone incase of emergency. Double check on arrival time.</p> <p>Note of thanks can be giving that day with check enclosed, or a separate note can be written after.</p>	<p>During winter months, Jan, Feb, March we schedule a back up date in case of bad weather (when program is booked)</p> <p>*The member who is responsible of speaker, does the introduction at meeting, and also hands out check and thank you note, unless other arrangements have been made.</p>

Rev. TL11/09-05

Print Form



# Mountain Garden Club Event Form and Checklist

**Event Name:** **Annual Spring Plant Sale**

Date Created: Apr 22, 2010 Form Creator Name: Gini Cornila  
Event Date: (appx) Jun 5, 2010 Form Creator Tel.: 603-986-1495  
Date to Begin By: Mar 1, 2010 Form Creator Email: ginic@mac.com

Committee Name: Ways and Means - Plant Sale Expense Budget: \$0 - \$199 Revenue Budget: \$1000 - \$1199

## Objectives/Purpose of Event:

The Annual Spring Plant Sale is one of the premier fundraisers for the MGC and is eagerly awaited by the members and community each year. The sale of plants, donated from garden club members' gardens and local nurseries, to the public benefits the Alice T. Madden Scholarship Fund. Additional revenue is generated from our Shabby Chic table of gently used garden-related items.

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

The plant sale is held the first Saturday in June at the North Conway Community Center from 9:30 a.m. until we are sold out, usually by 11:00 a.m. Drop off of plants and set up for this fundraiser is on the Friday evening before the event starting at 5:00 p.m., with final touches put on everything starting at 8:00 Saturday morning. All members are encouraged to participate with key positions (pricing, the Shabby Chic table, cashiers and the box check station, at least one photographer, etc) identified in advance (at least 10 people with designated jobs). Reminders and collection of items begins as early as March.

Please refer to the Annual Spring Plant Sale Timeline report for details on how the fundraiser is organized.

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

Large "Pepsi" Plant Sale banner that is stored at the NCCC for outside the building; pricing supplies including colored stickers, thick and thin Sharpie-type (waterproof) markers, popsicle sticks, newsprint roll ends to cover tables from the Conway Daily Sun, posters to advertise the event, 3 cash boxes (two at the door to check out plants and one for the Shabby Chic table), hospitality, the speaker system, camera, packing-type tape, boxes to carry purchases home in, price signs, plant identification book



# Mountain Garden Club Event Form and Checklist

**Event Name:**

Annual Spring Plant Sale

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

Requirements for this Event	Check If Required
Requires Chairperson?	<input checked="" type="checkbox"/>
Requires Location to Hold Event?	<input checked="" type="checkbox"/>
Requires Advance Set Up?	<input checked="" type="checkbox"/>
Requires a Press Release?	<input checked="" type="checkbox"/>
Requires Advertising?	<input checked="" type="checkbox"/>
Requires a Speaker?	<input type="checkbox"/>
Requires an Audio System?	<input checked="" type="checkbox"/>
Requires a Projector and Screen?	<input type="checkbox"/>
Requires Photos?	<input checked="" 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.)

Clean up of the North Conway Community Center needs to be done by 2 pm the day of the event as the center is then open for basketball. Tallying of cash for the all the plants and the Shabby Chic table is done separately for analysis. A report is prepared and sent out to the members and shared at the meetings. The Ways and Means Chair tallies the cash and turns it over to the treasurer for deposit.

Print Form

Rev. 11/09-01



# Mountain Garden Club Time line Template

**Event/Publication**

**Spring Plant Sale**

Date Created: May 1, 2010 Form Creator Name: Angel Williams  
 Event/Pub Date: (appx) Jun 5, 2010 Form Creator Tel.: (603) 986-3444  
 Date to Begin By: April Form Creator Email: amazingwomen@myfairpoint.net  
 Committee Name: (If Applicable)

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.

Time Category	Actions Necessary	Tips & Best Practices
12 Mos. ahead	Reserve North Conway Community Center for the first Friday (5:00 pm till done) and Saturday 8:00 am until noonish) of June	
2 Mos. ahead	Make contact with Cindy Briggs; (603) 356-6135; she lives on Kearsarge Road, North Conway; and make inquiry about the status of possible plant donations for the spring plant sale; offer pots for her donations (she did not require pots in 2010); give her contact name and phone number; make inquiry as to how plants will get to plant sale (the last two years her husband, Conrad, has dropped them off the morning of the sale; give her date and time of sale and let her know that MGC donation letter will be forthcoming.	
2 Mos. ahead	Member April meeting mention the plant sale and that members should be thinking about gathering garden related items for the Shabby Chic table and what plants to share from their gardens. Put out two sign up sheets; nursery donations and plant sale workers. Inform the membership that we need general membership to help set up on Friday evening and "work the floor" Saturday morning.	
1 1/2 Mos. ahead	Prepare poster; determine if publicity is all set; find two coordinators for the event and a coordinator for shabby chic	
1 Mos. ahead	Member May meeting flyer hand out for distribution utilizing distribution list.  Day after May member meeting, send out all member e-mail reminder and instructions.  Make arrangements for drivetime at WMWV and RSN (morning of sale)	



# Mountain Garden Club Time line Template

**Event/Publication**

**Spring Plant Sale**

Click to Add a  
Time Category

Time Category	Actions Necessary	Tips & Best Practices
2 Wks. ahead	<p>If not already hanging, call North Conway Community Center (Ryan) and request big banner be hung. Get end of roll newsprint from Conway Daily Sun and packing tape (this covers and protects the tables).</p>	
Day Before	<p>Arrive at NCCC as early as possible to set up LONG tables (have a rough floor plan design that may change depending on what we get) and cover with newsprint.</p> <p>Plants, garden-related Shabby Chic, books and other related items can be dropped off at the North Conway Community Center starting at 5:30 pm on Friday. Help available to carry things from cars.</p> <p>Price plants and move them to the appropriate tables.</p> <p>Shabby Chic items go to the back tables by the basketball hoop. If items are not priced, please get them priced (someone running the tables can help).</p>	<p>Hopefully members donated plants arrive with name, color (if flowering), and general size (height and width). Large popsicle sticks (Walmart or any craft store) work well for this. Pricers need to be aware.</p>
Day of	<p>Volunteers arrive 8:00 am doors open to public at 9:30 am; sale is usually over by noon.</p> <p>There will be hospitality for the MGC volunteers.</p> <p>Stay to clean-up after sale. Usually out by 12:30 pm.</p>	

Rev.



# Mountain Garden Club Publications Form and Checklist

**Publications Name:**

**Press Book**

Date Created: May 5, 2010 Form Creator Name: Marcia Burchstead  
Pub. Date: (appx) Jan 24, 2011 Form Creator Tel.: 603-356-8462  
Date to Begin By: Jan 1, 2010 Form Creator Email: mburchstead@roadrunner.com  
Committee Name: Press Book Expense Budget \$0 - \$199 Revenue Budget \$0 - \$199

## Objectives/Purpose of Publication:

The annual Press Book provides evidence of all MGC undertakings during the calendar year and exhibits the quality, quantity and diversity of coverage in the print media promoting garden clubs and the National Garden Clubs Inc. goals and objectives.

## Description Of How The Publication is Created (Who, What, When, Where and How):

For award specifics please refer to: [http://www.nhfgc.org/members/forms\\_applications/Pressbook\\_Award\\_44.pdf](http://www.nhfgc.org/members/forms_applications/Pressbook_Award_44.pdf)  
The material to be contained in the Press Book is gathered throughout the calendar year. These materials may include but are not limited to newspaper feature articles, press releases, photographs, letters to the editor, advertisements, calendar of event listings, obituaries, etc. Additional sources for material may be taken from newsletters, magazines, program booklets, online web sites and calendar of event listings. Duplications appearing in more than one publication can and should be used to demonstrate diversity of coverage. The Press Book chair along with other volunteers (preferably at least one other member) will need to carefully cut items and glue them onto white copy paper. A business quality paper cutter should be used. This can be done month by month so you are not faced with hours of cutting and pasting all at once. The Press Book is assembled chronologically by month. Clear page numbers are placed at the bottom of each page. The sheets of paper are put inside a clear page protector (2 sheets front and back per protector). A table of contents also chronological and within each month broken down by type of media, ex. press releases, calendar of event listings, etc. is placed at the front of the book. It is important that all items contain the source and date of publication. The first mention of the Mountain Garden Club or club member must be underlined in red ink. The finished Press Book should be hand delivered in a mailing type box to the State Chair in advance of the deadline.

## Materials, Equipment Or Supplies Needed To Create The Publication:

1 - 3 ring loose leaf notebook (2" width, 8 ½ x 11" or 9 x 12") with clear outside front cover and spine for inserts and inside pockets on front and back  
heavy weight (28 - 32 lb) sheets of copy paper  
heavy duty page protectors



# Mountain Garden Club Publications Form and Checklist

**Publications Name:**

**Press Book**

clear labels (for page numbers) Avery # 5667  
clear glue sticks  
1 business quality (precise) paper cutter  
stationary for outside front cover, spine, table of contents page(s)  
red ink pen

## Publications General Checklist (Checked Items Are Needed For This Publication)

Requirements For This Event	Check If Required
Requires Chairperson?	<input checked="" type="checkbox"/>
Are There Federation Standards For This Publication?	<input checked="" type="checkbox"/>
Requires Items Collected in Advance?	<input checked="" type="checkbox"/>
Requires Someone To Edit Final Text?	<input type="checkbox"/>
Requires Printing In Quantity?	<input type="checkbox"/>
Requires Distribution?	<input checked="" type="checkbox"/>
Requires Photos?	<input type="checkbox"/>
Requires Purchase of Materials and Supplies?	<input checked="" type="checkbox"/>
Requires Location To Assemble Publication?	<input checked="" type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
Requires How Many Volunteers (Enter Number)	<b>2</b>



# Mountain Garden Club Publications Form and Checklist

**Publications Name:**

**Press Book**

Summarize The Distribution of The Publication:

The completed Press Book is to be hand delivered (my recommendation) in a mailing type cardboard box to the State Chair (New Hampshire Federation of Garden Clubs Inc.) prior to the deadline date. The State Chair forwards the first place book in each membership category to the New England Region and they in turn forward the first place book of the New England Region in each membership category to the National Garden Clubs Inc.

Print Form

Rev. PUB11-09-01



# Mountain Garden Club Time line Template

**Event/Publication**

**Scrapbook Time Line**

Date Created: Apr 18, 2010 Form Creator Name: Mary Handley

Event/Pub Date: (appx) April Form Creator Tel.: 603-261-5345

Date to Begin By: Januray Form Creator Email: mpstitcher@myfairpoint.net

Committee Name: (If Applicable)

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.

Time Category	Actions Necessary	Tips & Best Practices
12 Mos. ahead	<ol style="list-style-type: none"> <li>1. Review previous scrapbooks for inspiration.</li> <li>2. Determine a "theme" for the scrapbook, for example a color theme or theme such as "nature". This will help in choosing scrapbook and associated materials.</li> <li>3. Become familiar with NHFGC standards for scrapbook</li> <li>4. Purchase Scrapbook and associated papers, embellishments and hardware.</li> <li>5. Determine software needed, install software and become familiar with the software.</li> <li>6. Copy over all heading templates from previous scrapbook documents.</li> <li>7. Gather any newspaper articles regarding MGC. Make sure they include paper name and date.</li> <li>8. Gather any Thank-you notes that may have been sent to the MGC</li> <li>9. Gather any materials that monthly speakers may have brought with them during their presentation.</li> </ol>	<p>It may be difficult to locally find materials for the scrapbook, so additional time may be needed to purchase on-line. Scrapbook spacers and hardware screw extenders are difficult to find. Order extra spacers and screws.</p> <p>Although time category is for 12 Mos. ahead, it can vary by individual when they want to start. We found that 2 people for about 3 months was an adequate amount of time for preparing the scrapbook. One person was the photo and news article cropper, while the second person worked with the photo editing and documentation software printing headers and photos. Also helpful to jot done some thoughts about each monthly program that may helpful when putting together the pages in the scrapbook. Even comments about the weather that day, what the theme for hospitality was, door prizes and winners.</p>
6 Mos. ahead	<ol style="list-style-type: none"> <li>1. Obtain photos from club photographer halfway through the year to start the selction process for inclusion into scrapbook. Photos need to include members names, and can be inserted with photo editting software. Also obtain any monthly meeting information from webmaster.</li> </ol>	<p>Identifying peoples names proved to be one of the longest tasks for us. Try to do this as soon as possible. Check with membership list/photos fro additional help.</p> <p>Check with other chairs regarding any events in which photos may have been taken, for example the bulb fundraiser, to see if there is any photo/documentation that may be helpful.</p> <p>Remind CIP coordinators to take photos of their gardens, both during the initial planting phases and when the gardens are in bloom.</p> <p>Also remind any Habitat for humanity helpers to take photos when the opportunity arises.</p>



# Mountain Garden Club Publications Form and Checklist

Publications Name: **Scrapbook**

Date Created: Apr 18, 2010 Form Creator Name: Mary Handley  
Pub. Date: (appx) April Form Creator Tel.: 603-447-3902  
Date to Begin By: June Form Creator Email: mpstitcher@myfairpoint.net  
Committee Name: (If Applicable) Expense Budget  Revenue Budget

## Objectives/Purpose of Publication:

The Scrapbook is a book documenting all the club's activities and information for a specific year. The scrapbook contains photographs of monthly meetings and workshops, along with photographs of other activities occurring throughout the year. All awards presented to the club, and Thank-you notes received are also documented in the Scrapbook. Fundraising activities are also documented through both photographs and newspaper articles.

## Description Of How The Publication is Created (Who, What, When, Where and How):

The book is created by the Scrapbook Chair/Chairpersons. The Scrapbook Chair must communicate with various chairs; membership, scholarship, yearbook, webmaster, and other related chairs to obtain information pertinent to all the Mountain Garden Club activities needed to be documented in the Scrapbook.

The scrapbook covers all activities for a fiscal year (January through December), and may be started as soon as January by purchasing the various supplies needed for its creation. The scrapbook needs to be finished by the date specified by the NHFGC, usually the first of April. The scrapbook must be delivered to the appropriate NHFGC member. The scrapbook must adhere to all requirements set by the NHFGC, and is eligible for an award by the NHFGC.

## Materials, Equipment Or Supplies Needed To Create The Publication:

A top-loading postbound scrapbook, along with additional refill pages, spacers, and hardware extension spacers are required for the scrapbook. Additionally papers, embellishments, cardstock, and glue are needed. As the scrapbook contains photos and text, photo editing software, and publishing software are necessary. Photo editing software; Picasso, and documentation software; Microsoft Publisher are currently used. Good quality photo paper is necessary if photos are printed from personal printers. Photos may be printed at photo centers, however there is more control of photo quality if done from a personal printer. A good quality paper trimmer is essential in cutting photos and cardstock.



# Mountain Garden Club Publications Form and Checklist

Publications Name:

**Scrapbook**

## Publications General Checklist (Checked Items Are Needed For This Publication)

Requirements For This Event	Check If Required
Requires Chairperson?	<input checked="" type="checkbox"/>
Are There Federation Standards For This Publication?	<input checked="" type="checkbox"/>
Requires Items Collected in Advance?	<input checked="" type="checkbox"/>
Requires Someone To Edit Final Text?	<input checked="" type="checkbox"/>
Requires Printing In Quantity?	<input type="checkbox"/>
Requires Distribution?	<input checked="" type="checkbox"/>
Requires Photos?	<input checked="" type="checkbox"/>
Requires Purchase of Materials and Supplies?	<input checked="" type="checkbox"/>
Requires Location To Assemble Publication?	<input checked="" type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
Requires How Many Volunteers (Enter Number)	<b>2</b>

Summarize The Distribution of The Publication:

After the scrapbook is complete, it is to be delivered to the appropriate NHFGC member for judging.

Print Form

Rev. PUB11-09-01



# Mountain Garden Club Time line Template

**Event/Publication**

**Press Book**

Date Created: May 5, 2010 Form Creator Name: Marcia Burchstead  
 Event/Pub Date: (appx) Jan 24, 2011 Form Creator Tel.: 603-356-8462  
 Date to Begin By: January 1, 2010 Form Creator Email: mburchstead@roadrunner.com  
 Committee Name: Press Book

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
12 Mos. ahead	Begin collecting all MGC related media items including feature articles, press releases, photos, letters to the editor, advertisements, program booklets, obituaries, calendar of event listings, etc., from newspapers, newsletters, magazines, online web sites, etc. The name and date of each publication must be included and the first mention of the club or member of the club must be underlined in red. Assemble items by month. For award specifics please refer to: <a href="http://www.nhfgc.org/members/forms_applications/Pressbook_Award_44.pdf">http://www.nhfgc.org/members/forms_applications/Pressbook_Award_44.pdf</a>	Have at least 2 of each item in case there is a problem in cutting or pasting, also to share with scrapbook committee if needed
1 Mo. ahead	Begin cutting all media items. This can be done month by month as well.	If you do not have a business quality page cutter, borrow one. This cannot be done using scissors or a plastic cutter.
2 Wks. ahead	Assemble the Press Book, table of contents page(s), individual page labels, insert sheets in page protectors, front cover and spine Print 2 NGC Application Forms with required information; one attached to inside front cover; second form clipped to outside. Label on outside cover: number and name of NGC award, category, name of club/s, city and state.	Make sure book is complete and correlated by month before attaching individual page labels
1 Wk ahead	Hand deliver completed Press Book to State Chair	Sit down, take a deep breath, give yourself a pat on the back and SMILE, it's over!

Rev. TL11/09-05

Print Form



# Mountain Garden Club Time line Template

Event/Publication

Scrapbook Time Line

Click to Add a  
Time Category

Time Category	Actions Necessary	Tips & Best Practices
3 Mos. ahead	<p>1. Determine your layout for the scrapbook. Certain regulations from the NHFGC must be met, but the scrapbook chair(s) need to determine how many pages are needed for Lilac letters, newsletters, Thank-you letters, awards, and events. There is a maximum of 100 pages for the scrapbook.</p> <p>There are several scrapbook pages required listing key NGC and NHFGC garden club members. Verify names and titles for inclusion.</p> <p>Obtain any "In Memoriam" photos to include in acknowledgement section.</p>	<p>Thank-you letters are great for fill-ins. CIP photos can also be good fill-ins.</p> <p>Lilac letters must be printed from the NHFGC website as they are no longer mailed to members homes.</p>
1 Mo. ahead	<p>Assemble scrapbook, add section dividers, page numbers, and glue hardware into place.</p>	<p>Have a few people go through the scrapbook proof-reading and verifying page numbers.</p>
2 Wks. ahead	<p>Determine who from the NHFGC is responsible for Judging scrapbooks and determine delivery method for scrapbook.</p>	

Rev. TL11/09-05

Print Form



# Mountain Garden Club Publications Form and Checklist

Publications Name:

**Website**

Date Created: Jan 28, 2010 Form Creator Name: DD Warren  
Pub. Date: (appx) monthly Form Creator Tel.: 603-383-9760  
Date to Begin By: \_\_\_\_\_ Form Creator Email: dd@jacksoncreations.com  
Committee Name: Webmaster Expense Budget  Revenue Budget

## Objectives/Purpose of Publication:

To provide clear, timely and accurate information pertaining to the Mountain Garden Club to members and interested parties. The website includes the following information: Home Page with general overview, Gallery of photos of meetings and activities, Scholarship information and application form, Next Event information, Projects overview, listing of Officers and Committees, pertinent information in About Us, Where to Find Us for the coming month(s), how to Contact Us and Useful Links to other sights. If there is other current news (such as a special event or meeting cancellation due to weather), it will be posted here as well.

## Description Of How The Publication is Created (Who, What, When, Where and How):

The website must be created by a person who is computer saavy and have access to web authoring software. It is important to keep it updated frequently for current information. The webmaster must have input from all pertinent program and project committees whose activities and/or events are listed.

## Materials, Equipment Or Supplies Needed To Create The Publication:

Computer, web authoring software, internet access.



# Mountain Garden Club Publications Form and Checklist

Publications Name:

Website

## Publications General Checklist (Checked Items Are Needed For This Publication)

Requirements For This Event	Check If Required
Requires Chairperson?	<input checked="" type="checkbox"/>
Are There Federation Standards For This Publication?	<input type="checkbox"/>
Requires Items Collected in Advance?	<input checked="" type="checkbox"/>
Requires Someone To Edit Final Text?	<input checked="" type="checkbox"/>
Requires Printing In Quantity?	<input type="checkbox"/>
Requires Distribution?	<input type="checkbox"/>
Requires Photos?	<input type="checkbox"/>
Requires Purchase of Materials and Supplies?	<input type="checkbox"/>
Requires Location To Assemble Publication?	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
Requires How Many Volunteers (Enter Number)	

Summarize The Distribution of The Publication:

Must have web authoring software, access to the Internet, hostname, user name and password to the site to publish up to the site.

Print Form

Rev. PUB11-09-01



# Mountain Garden Club Time line Template

**Event/Publication**

**Website**

Date Created: Mar 8, 2010 Form Creator Name: DD Warren  
 Event/Pub Date: (appx) monthly Form Creator Tel.: (603) 383-9760  
 Date to Begin By: ongoing Form Creator Email: dd@jacksoncreations.com  
 Committee Name: (If Applicable)

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
as needed	1. Post pertinent new information affecting: meeting changes, documents, scholarship, etc. The current software of choice is Dreamweaver, but it is the choice of the Webmaster to use whatever software they feel comfortable with.	1. Post important notices should be posted as soon as they happen such as: meeting cancellations due to snow, in memoriam notices, updated documents, scholarship applications, etc.  2. The key issue for the website is to stay current and update it frequently.
at mtg or event	1. Take photos of presenters & members at monthly meeting or event	1. Try to take candid. Take a lot of photos so there are choices when updating the Photo Gallery page
day after	1. Select and edit the photos from the mtg/event with photo editing software. Currently the tool of choice is Photoshop. Reduce the size/resolution for fast loading on the site.  2. Update the appropriate Photo Gallery page and links	1. Ensure all the links in the slide show area and gallery pages are working properly.
w/in 1wk after	1. Update the information for the next meeting on the appropriate web page  2. Update the upcoming calendar of events	1. Use the information from the Yearbook unless there is a change in details or a new event added
September	1. Clean out the Photo Gallery pages to start fresh with the September meeting	1. The Photo Gallery chronicles the meetings and events for the year. The first formal meeting of the year is in September, so it is a good time to rotate the Photo Gallery pages and start fresh.
yearly	1. Ensure that web hosting bill from Zakon Group is forwarded to Treasurer for payment.	1. Bill is sent by email - ensure it is forwarded and paid.

Rev. TL11/09-05

Print Form



# Mountain Garden Club Publications Form and Checklist

Publications Name: **Yearbook**

Date Created: Jan 28, 2010 Form Creator Name: DD Warren  
Pub. Date: (appx) August Form Creator Tel.: 603-383-9760  
Date to Begin By: March Form Creator Email: dd@jacksoncreations.com  
Committee Name: Yearbook Expense Budget: \$800 - \$999 Revenue Budget: \$0 - \$199

## Objectives/Purpose of Publication:

The Yearbook is actually a membership handbook. It contains information about the club's program year and a roster of all members, club, state and national officers, committees and club projects. The book also contains pertinent information on the New Hampshire Federation of Garden Clubs and National Garden Clubs.

The Mountain Garden Club Yearbook contains photos of members as well as program presenters. A full description of projects and programs (ie subject, date, time, location, Hospitality committee) and price, if applicable, is included as well as the By-Laws. It is a very helpful and useful reference document for members to track club activities and membership information. It is a publication that is eligible and submitted for publication awards to the NHFGC and NGC.

## Description Of How The Publication is Created (Who, What, When, Where and How):

The book is created by the Yearbook Chair. It is important that they communicate with various factions within the club to gather all the pertinent information (such as Programs, Membership, Executive BOD, Scholarship, contacts at NHFGC, etc. ) The book is created to the standards provided by the NGC and NHFGC. It must be a convenient size, durable and neat.

The book is usually created over the summer months for distribution at the first program meeting of our fiscal year which is in September. All materials and information must be obtained before this time to be able to facilitate compiling it into a finished publication. The Chair needs to solicit other members of the club who are good at proof reading and editing to review the publication at this time. The book is then delivered (camera ready in digital form along with a hard copy sample) to the Printer. It is important to obtain a quote and proof copy from the Printer prior to authorizing the actual printing. When the books are received back from the Printer, they must be labeled with each members name on the back for ease of distribution and ownership identification. A photo member ID card is created at the same time (looks like a business card) and distributed with the books.

## Materials, Equipment Or Supplies Needed To Create The Publication:

A digital camera, color printer, computer and appropriate software are required to create the Publication. Currently, Microsoft Publisher is the tool of choice, but Adobe InDesign could be used as well.

The book includes photos - so photo editing software is most important. A good source for high resolution photos for the covers and color internal pages is extremely useful for a high quality print document.

The Printer requires a camera ready digital file - usually .pdf format, so Adobe Acrobat or software which creates a .pdf file is required.



# Mountain Garden Club Publications Form and Checklist

**Publications Name:**

**Yearbook**

## Publications General Checklist (Checked Items Are Needed For This Publication)

<b>Requirements For This Event</b>	Check If Required
Requires Chairperson?	<input checked="" type="checkbox"/>
Are There Federation Standards For This Publication?	<input checked="" type="checkbox"/>
Requires Items Collected in Advance?	<input checked="" type="checkbox"/>
Requires Someone To Edit Final Text?	<input checked="" type="checkbox"/>
Requires Printing In Quantity?	<input checked="" type="checkbox"/>
Requires Distribution?	<input checked="" type="checkbox"/>
Requires Photos?	<input checked="" type="checkbox"/>
Requires Purchase of Materials and Supplies?	<input checked="" type="checkbox"/>
Requires Location To Assemble Publication?	<input checked="" type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
Requires How Many Volunteers (Enter Number)	<b>2</b>

Summarize The Distribution of The Publication:

After the books are labeled with the name of the member, they are given to the Membership Committee who will organize them with the ID cards and name tags for distribution at the September meeting. Those who are not in attendance will have their book delivered to them by someone in the club (we ask for volunteers at the Sept. meeting) or they are mailed to them. Members who join after September are given a book by the



# Mountain Garden Club Publications Form and Checklist

**Publications Name:**

**Yearbook**

Membership Committee when they turn in their membership application. If the application was received by mail, it is the responsibility of the Membership Committee to ensure that they receive a book either at the next meeting they attend or by mail.

The club gives a book to every Program presenter - this would be the responsibility of the Program Committee.

It is also required that we give a book to certain members of NHFGC - primarily, the officers listed in the front of the book and one to each club within our District (District 1) and the District Directors.

Two books are to be set aside for the Scrapbook Committee.

Two books are also to be set aside for submission to NGC and NHFGC awards.

Print Form

Rev. PUB11-09-01



# Mountain Garden Club Time line Template

**Event/Publication**

**Yearbook**

Date Created: Mar 5, 2010 Form Creator Name: DD Warren  
 Event/Pub Date: (appx) September Form Creator Tel.: (603) 383-9760  
 Date to Begin By: January Form Creator Email: dd@jacksoncreations.com  
 Committee Name: (If Applicable)

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.

Time Category	Actions Necessary	Tips & Best Practices
January	<ol style="list-style-type: none"> <li>1. Copy previous year's publication data file, rename it, and use it as the basis for the new yearbook. The book is edited in the summer, printed in August and distributed at the first meeting in September so the book spans September thru August of the coming year and overlaps the fiscal year (which is from July 1 thru June 30).</li> <li>2. Contact Program's Chair for information on upcoming program details for new fiscal year.</li> </ol>	<ol style="list-style-type: none"> <li>1. The Programs area is the area of the book with largest area of change from year to year. It starts with the first formal meeting in September. Because it includes photos and descriptions, it requires the most work and the most editing.</li> <li>2. It is important to start early so as not to have all the details in place when editing the actual document.</li> </ol>
February	<ol style="list-style-type: none"> <li>1. If possible, find a local business who will sponsor the book. The current plan was to find either 2 \$500 or 1 \$1000 sponsorships for the publication of the book.</li> <li>2. Start to work with the MGC BOD to see if there are any By-Law changes that will be put into place before publication of the next book. The By-Laws need to be voted on by the membership before the end of the current fiscal year.</li> <li>3. Ensure that photos of all members are up to date and/or if new members have joined, that their photo and information are captured for the database.</li> </ol>	<ol style="list-style-type: none"> <li>1. Northway Bank has agreed to sponsor the 2010/2011 Yearbook. The contact is John Stratton.</li> <li>2. The By-Laws are in electronic format but will need to be edited, and re-paginated, so start early so as not to run into a formatting issue when editing the actual document.</li> <li>3. It takes time to edit members photos, so do them as they are taken. Keeping the database up to date as changes occur will make editing the book easier and ensure accuracy.</li> </ol>
March	<ol style="list-style-type: none"> <li>1. Confirm upcoming event dates of NHFGC and NGC. This includes the NER regional meeting, the NHFGC semi-annual and annual meeting, the NGC convention for the coming year and National Garden Week for the coming year.</li> </ol>	<ol style="list-style-type: none"> <li>1. Check the NHFGC and NGC web sites for event locations and dates. The National Gardener is the NGC publication and also has pertinent information. If information is not readily listed, contact them by email using the address found on their web site.</li> </ol>



# Mountain Garden Club Time line Template

**Event/Publication**

**Yearbook**

Time Category	Actions Necessary	Tips & Best Practices
April	<ol style="list-style-type: none"> <li>1. Work with the President (or upcoming President) on their theme for their term of office. Start to look for photos, quotes and sayings that are appropriate to the photos and the theme.</li> <li>2. Work with the Scholarship, Project, Programs, and CIP Chairs for information about their areas to put into the book.</li> <li>2. Get descriptions and photos of presenters from Program Chair.</li> <li>3. Work with the Hospitality Chair to get the names of the Hospitality teams for each meeting for inclusion on the applicable program page.</li> </ol>	<ol style="list-style-type: none"> <li>1. Keep a list of quotes that you think you can use in a separate Word file for reference later on. What you don't use now, may come in handy for next year.</li> <li>2. The descriptions of the programs will be used to update the membership brochure and the calendar on the web site so be sure to share that information with appropriate Chair.</li> <li>3. Continue to take and process photos of the members that are not currently in the database.</li> </ol>
May	<ol style="list-style-type: none"> <li>1. Membership fees are due in May. Work with Membership Chair to confirm who is renewing membership and who is not. Update database and photo database as necessary.</li> <li>2. Design cover and back of book - look for photos that are complimentary to each other and convey a theme.</li> <li>3. If there is a sponsor for the book, find an appropriate, tasteful photo that can be used as background to the acknowledgement of the sponsor.</li> </ol>	<ol style="list-style-type: none"> <li>1. Send out E-mail to membership confirming their contact information. Have Membership Chair call anyone who does not have E-mail to confirm info.</li> <li>2. High resolution photos produce the best results. Local nature photographer, Andrew Thompson, has allowed us to use his work for free (with the inclusion of photo credits).</li> <li>3. The inside back cover is an appropriate place to acknowledge who the Yearbook sponsor is. Follow the guidelines as set forth in the sponsorship agreement.</li> </ol>
June	<ol style="list-style-type: none"> <li>1. Confirm the membership list with the Membership Chair. Ensure the database reflects the most current information and photos.</li> <li>2. Start to edit the publication with all the project and event information that has come in to date.</li> <li>3. The member section is a catalog merge. Publisher is the current program of choice.</li> </ol>	<ol style="list-style-type: none"> <li>1. Have Membership Chair call anyone who might be in question.</li> <li>2. Contact the Chairs to confirm the information that you had received from them is still accurate. Check NHFGC web site for any changes to the Districts and confirm the information in the book is correct.</li> <li>3. Once you merge the member section, you cannot just delete or add a member in, you will have to merge again, so try to do it after all members confirmed.</li> </ol>



# Mountain Garden Club Time line Template

**Event/Publication**

**Yearbook**

Click to Add a Time Category		
July	<ol style="list-style-type: none"> <li>1. Re-paginate if necessary to have the book in a logical order.</li> <li>2. EDIT - EDIT - EDIT</li> <li>3. EDIT - EDIT - EDIT</li> <li>4. Contact Printer to let them know the book will be coming in and set up a time for the following month. Confirm date and how long it will take to get books printed.</li> </ol>	<ol style="list-style-type: none"> <li>1. Color pages are printed back to back, so give a lot of thought to what is presented on them. Plan carefully as to maximize their use and keep costs down.</li> <li>2. Print out proof copies locally and have as many people as possible review them for accuracy, formatting and typos.</li> <li>3. PROOF - PROOF - PROOF</li> <li>4. Our current printer is :Smith &amp; Town (contact Mike Godbout) - Berlin, NH - phone (603) 752-2150</li> </ol>
August	<ol style="list-style-type: none"> <li>1. Drop off proof of concept printed book and camera ready electronic copy to Smith and Town</li> <li>2. Make any necessary changes as a result of reviewing proof copy and get revised media back to Smith &amp; Town - confirm how long printing will take.</li> <li>3. While books are at Printer, print up name labels for back of books, ID cards and labels for distribution by Membership. If necessary, print errata sheet with any member information that came in after books went to press.</li> <li>4. Receive delivery of books from Printer. Check for any production errors.</li> </ol>	<ol style="list-style-type: none"> <li>1. Ask for a proof copy before they actually print. Be SURE to check the color pages and make sure they are acceptable before authorizing print.</li> <li>2. ID cards can be printed locally as a mail merge for business card stock. Otherwise, they could be produced by the Printer if given camera ready electronic files.</li> <li>3. Need name labels, mailing labels and photo name labels for back of books and mail out to members by Membership Chair.</li> </ol>
September	<ol style="list-style-type: none"> <li>1. Place photo name labels on back of book and deliver to Membership Chair.</li> </ol>	<ol style="list-style-type: none"> <li>1. Review with Membership Chair how to kit books with ID cards and any errata sheet (if necessary) in small bags for distribution at the September meeting.</li> </ol>

Rev.