



Mountain Garden Club Time line Template

Event/Publication

Amaryllis Workshop

Date Created: Aug 15, 2016 Form Creator Name: Norma Whitmore

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

Date to Begin By: _____ Form Creator Email: _____

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 |
|---------------|---|---|
| August | Meet with the event co-chair to choose the bulbs to order and delivery date. Also determine date of workshop. | |
| September | E-mail membership re: the sale of Amaryllis , giving name and description of bulb for members to order. Afterward place order with Colorblends with delivery date in mid October. Have sign up sheets at September Members Meeting for the Amaryllis workshop. Also put out order sheets for members to order Amaryllis Bulbs. | Purchase potting soil. |
| October | Put sign up sheets out again if more volunteers are needed. Schedule workshop the last week in October. A week before the workshop send out e-mail reminder of when and where. Also during the month print out growing instructions. | Make sure you have enough containers for the workshop. |
| Day Before | Workshop Set up: Have two or three members assist the Chair. | Wash the containers. Set up tubs of potting soil and set out bulbs. |
| Day Of | Hold Workshop. | |
| November | After the workshop, price the containers and affix the tag along with the MGC tag to the container. Print off growing instructions to be handed out when members come to pick up and pay for the Amaryllis. E-mail that the bulbs are ready to be picked up. | Have two or three members assist you. |
| | | |
| | | |
| | | |