



Mountain Garden Club Event Form and Checklist

Event Name:

Paper White/Amaryllis workshop

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

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

Date to Begin By: _____ Form Creator Email: _____

Committee Name: Cancer Awareness

Expense Budget

\$0 - \$199

Revenue Budget

\$0 - \$199

Objectives/Purpose of Event:

Sell Paper White and Amaryllis bulbs to raise money for Jen's Friends.

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

August: Chairperson and Co-Chair meet and determine what bulbs to order, the amount and types, and when to hold the workshops. An order for the bulbs is placed with the bulb company (colorblends.com).
September: Put out sign up sheets at the Members Meeting for volunteers for the Paper White and Amaryllis workshops. Put out order sheets for members to order Amaryllis bulbs.
A week prior to workshops send e-mail to volunteers reminding them of the day and time .
See Time Line for respective workshops for additional information.

Bulbs are ordered from colorblends.com.

Sometime in February of the next year contact should be made with Hanneke Hollander at hollander@colorblends.com regarding a discount on our order, currently 10%.

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 for Paper Whites

Potting soil for Amaryllis

A poster from Jen's Friends, various signs/pictures describing the flowers, container for cash donations, growing directions tags, price tags and MGC tags.



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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 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 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)	8

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. 2017



Mountain Garden Club Time line Template

Event/Publication

Paper White Workshop

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

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

Date to Begin By: August 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 determine quantity of bulbs to order and delivery date. Also determine date of workshop.	
September	Have sign up sheets at September Members Meeting for Paper White workshop. Place order with Colorblends.com with delivery date in mid October.	Purchase marble chips.
October	Put sign up sheets out again if more volunteers are needed.	Make sure you have enough containers for the workshop.
November	A week before the workshop send out e-mail reminder of when and where. Also during the month print out growing direction tags.	
Day Before	Workshop Set up: Have two or three members assist the Chair.	Wash the containers. Set up tubs of marble chips and set out bulbs.
Day Of	Hold Workshop	
December	Boutique Workshop: Pick up price tags and MGC tags at the Boutique Workshop. The week before the Boutique, price the containers and affix the price tag, along with the growing directions and the MGC tag to each container. Then place the containers in trays for delivery to the NCCC the day before the Boutique.	Have two or three members assist you.
Day Before	Deliver Paper Whites to Boutique and set up the table.	