GCL JD Holiday Workshop Convenor

To convene a committee to prepare for and execute the Holiday Workshop for up to 65 participants.

**Reports to:** President

**Term:** 2 years

**September**

Mark the dates in the calendar:

Workshop Date – First Sunday of December

* Prep Friday – Friday prior to the workshop Sunday
* Write a brief report for November Crocus: brief outline & dates – deadline Oct 1.
* Throughout the year, collect thick elastics for bundling the greenery.
* Throughout fall, gather & dry suitable plant material.

**October**

1. Check inventory & purchase items as needed: +

* Oasis & containers are ordered in bulk by Studio.
* Material to make picks - decorative pieces, floral tapes, skewers, wires, etc.
* For prep Fri - Oasis tape (1.5 large rolls), twist ties/elastics, yard bags

2. Organize people involved in the workshop:

* Inform FRIENDS’ president of the dates of the workshop/prep Friday.
* Speak at the general meeting – overview/dates of the workshop.
* Confirm with design instructors (1 or 2).
* Inform the complex coordinator of both dates.

3. Set up the registration process:

* Create a new email address (e.g., 2018 - gclworkshop@gmail.com)
* Create a poster using the new email address.
* Submit the poster to the website coordinator; copy to the president.
* Review the webpage; make any necessary changes, photos, etc.

4. Registration begins the last week of October.

**November Pre-Boutique**

1. Receive email registrations:

* Reply with acknowledgement emails: 'Thank you for registering', 'No space but waiting list', 'No space & waiting list full', 'Space became available', etc.
* Begin a waiting list of 10-15 people after reaching 60 registrants.

2. Prepare the necessary material:

* Participate in Greens gathering: post signs to specify Holiday Workshop.
* Gather dry plant material – sedums, northern oats, teasels, etc.
* Gather cut branches – curly willow, dogwood, etc.
* On Studio Mondays, begin making picks using bark, pinecones & donated items.

3.  Prepare the paperwork:

4.  Prepare volunteer sheets (Friday/Sun/Mon)

5.  Speak at the general meeting: registration progress & volunteer sheets

6. Use a Birch room diagram for set up of room for two 8 ft. demo tables (from studio), 4 rows of six 6ft tables and 2 round tables with total of 60 chairs. In the Front Hall reception with 2 tables with 3 chairs, small table with 2 chairs.

7. Place the diagram with the complex coordinator, confirm details.

**Boutique Week**

   Make one or two sample arrangements.

**Boutique:**

* Bring to Boutique: sample designs, display poster, photos & some cash.
* Participate in Greens gathering post signs to specify Holiday Workshop.
* Set up at a designated spot in the Birch room near the entrance.
* Greet & receive payments of those registered, accept new registrations if space is still available.
* Samples may be sold for $25 each.

 **November Post-Boutique**

* Check with Hort. Boutique for any usable leftovers.
* Continue making picks.
* Review the workshop timeline with the instructors.
* Confirm the room set up with the complex coordinator for both Fri/Sun.
* Complete the volunteer signup sheets.
* Receive FRIENDS prep Friday volunteer list with their emails.
* Arrange for the door opening: prep Friday 9:00 AM & Workshop Sunday 11:00 AM.

**Workshop Week**

**Monday**

During Studio, make sure everything is ready for Friday:

* Check if there’s enough greenery - purchase, go to dump, etc. if necessary.
* Speak with the greenhouse staff if they may be cutting any greenery..
* Spray paint dry plant material, pinecones, etc. & store in the greenhouse.
* Oversee & provide material to finish making picks.
* Check the ribbon status with Studio, purchase if necessary.
* Oversee & provide material to finish making picks.

**Tuesday**

   Send out reminder emails to those registered: Date, time, bring clippers & regarding the raffle ticket sale.

**Wednesday**

* Make adjustments to the final registration list according to the reply emails.
* Send out “no space left” emails to those still on the waiting list.

**Thursday**

* Send reminder emails to volunteers signed up for Friday.
* Send reminder emails to FRIENDS members signed up for Friday.
* Prepare snacks & drinks including plates & cups.

**Friday (Prep day): 10 volunteers (10:00 AM – 12:00 PM)**

* Make sure to have: Twist ties/elastics, yard bags & oasis tape (1.5 roll),
* Bring treats & drinks, plates & cups.

**Set up:**

* At 9:00 AM, meet up with the pre-arranged door person (i.e. President).
* Get the Studio/Storage room keys to lock up.
* Make coffee/tea, set up the snacks in the foyer.

**FRIENDS’ volunteers**:

* Members arrive at 9:00 AM to prepare 65-70 bundle of greenery.
* Check their progress: make sure they have enough ties/elastics.
* Check their attendance to send thank you emails later.

**Prep for the workshop:**

* Volunteers arrive at 10:00 AM: Greenhouse should be ready for display by noon.
* Prepare the containers with wet oasis (65–70) & place them on a wheeled cart & store in the Studio room or storage room, not the greenhouse.
* Sort & display picks by colour& type, repair/spray paint as needed.
* Prepare 40-50 bows in various colors to coordinate with the prepared picks.
* When the greenhouse is ready, bring over & set up the display for Sunday.
* Send thank you emails to today’s volunteers.

**Saturday**

* Send reminder emails to volunteers who signed up for Sunday; specify timeline.
* Create an alphabetic list from the registration order list.
* Print both lists to bring tomorrow.
* Prepare to bring a cash float: coins if other items or raffle tickets are sold.
* Create an expense report to submit on Monday.

**Workshop Sunda**y

* Prepare to bring a cash float: coins if other items or raffle tickets are sol
* Create an expense report to submit on Monday.
* Set Up: 4 volunteers (11:30 am - 12:30pm).
* Make sure to arrange someone to open door by 11:00 AM.T
* Bring: Both lists, cash, 2-3 baggies to collect twist ties/elastics, yard bags & lunch

**Entrance foyer:**

* Set up with 2 rectangular tables: reception/cash & oasis distribution.
* Place the official Garden Club tablecloth on the reception table.
* Place the oasis trolley behind the 2nd table.
* A small rectangular table with 2 chairs to be set up in the foyer.
* Cash box with $10 bills. Extra coins if raffle tickets or other items are sold.

**Birch room:**

* Set up with 4 rows of 6 tables and 2 round tables.
* Two 8 ft. demo tables to be brought out from the Studio room.
* Evenly space tables & chairs for easy traffic flow: total of 60 seats.
* Bring a long shelf from storage to place on demo tables for height. Place tablecloths.
* Friends club members to arrive at 12:00 PM to place the bundles of greenery.
* Ready for the crowd: 10 -12 volunteers (12:15 -12:30 PM).
* Volunteers arrive by 12:30 PM.
* Front entrance: 2-3 helpers - cashier, oasis container handout & raffle tickets.
* Give the lists to the reception & the cash box to the cashier.
* Greenhouse: 2 helpers to oversee after 1:30 PM when the demo is finished.
* Door opens at 12:30-12:40 PM.
* Registration: check names, receive payments, handout oasis & sell raffle tickets.
* Allow people to view greenhouse display if time permits.

**Workshop 1:00-3:00 PM**

* Receive the cash box from the cashier & keep safe during the workshop.
* 1:00 - 1:30 Demonstrations; 3 arrangements by 1-2 instructors.
* 1:30 - 2:15 Members to support participants as needed.
* Collect twist ties.
* 2:15 - Draw 3 demos & a vase of leftover flowers.
* 2:45 - Cleanup: collect leftover greenery, fold & store tablecloths.

**Sunday**

* Send thank you emails to today’s volunteers.
* Send thank you emails to FRIENDS members for both Friday & Sunday. Send reminder emails to Monday cleanup crew.
* Complete the expense account including any receivables from the workshop.

**Cleanup Monday: 8-10 volunteers (9:30 – 11:00 AM)**

* Bring Expense report & yard bags.
* Hoop house clean-up: 4 volunteers to remove & recycle leftover greenery.
* Greenhouse clean-up: 5-6 volunteers to sort & keep storable items, giveaway greens &      dried plant material.
* Sweep & tidy up.
* Submit the expense account & the cash received to the treasurer.

**January**

* First Studio Monday, organize and label the containers in the storage room.
* Submit a write up for March Crocus due February 1.
* Review the inventory, discard any unusable items.
* Make a list of things to purchase in the fall.
* Clearly mark all the containers “Xmas workshop” in the designated area of the storage room

**April**

   Send an annual report due around May 1.

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