

You will need to decide if you want to just have trees to be judged or have trees for display only also. We had 39 trees for Walter to judge. He went thru them very quickly but accurately. In thinking about State Fair, usually 20 trees are judged from 9 - 12. A lot of time is spent writing comments. Not so with Walter. Plus, we updated the evaluation form so it is more concise.

Ask Steve Carini if he wants to use that side section for his Intermediate students. If so, he take care of all of that (set up, getting trees, etc).

SET UP

In May/June contact Shirley at county about having enough tables for our AE. We need about 24 8' tables and 10 6' tables. Contact again in August. Try to keep ahead of any festival they might have in Sept and October. Altho China Lights won't be there in 2019 there will probably be some other light festival. So we'll need attention to parking passes.

Thursday of event

Set up 10 - 4

Bringing trees in 4 - 7.

Friday of event

noonish - 4ish judging

dinner for judge

6 - 9 - reception / critique

Saturday of event

9 - 12:30 - first workshop

12:30 - 1 - lunch

1 - 4 or 5 - demo

6:15 dinner served - early so can eat a leisurely dinner, have raffles and auction and get out by 8:30 to get artist home so not dragging for Sunday's activities.

Suggestion; much easier to have a family style dinner at Meyer's than a sit down with multiple choices. If you want to go with Meyer's again (lots of positives comments about food and amount of it), book early.

Sunday of event

9 - 12:30 - workshop

12:30 - 1 - lunch

1 - 4:30 - workshop

3:00 start taking down display. Folks can begin taking their trees out. Must go by you to check out and get their evaluation sheet.

3:00 - 6:00 ish finish taking down display, vacuum MM room, clean spik and span library (vacuum if necessary), hallway, Grandparents' room.

RAFFLES

This is where a lot of money is brought in for MBS. Melissa did an outstanding job. See if she will do it again for 2109 :o)

ADVERTISING

I bit weak on this this year. Getting the word out in newspapers and on TV would help. We discovered in the past that radio advertising wasn't worth the money.

See following about committees..

EXHIBIT TREES CHAIR -

- *Process on computer entries for the exhibit, whether to be judged or for display only
- *Make information cards for each tree with a number well displayed
- *Check in trees on Thursday afternoon/evening
- *Collect judging sheets to be handed out at check out
- *Check out after event

REGISTRATION CHAIR -

- Receive reservations for the workshops and dinner.
- *Make small tent cards with name and choice of dinner
- *Coordinate with Workshop chair as to how many trees to order for material provided workshop

SET UP TEAR DOWN CHAIR -

- Clean MM, library, hall and grandparents' rooms before set up (vacuum - sweep, etc).
- *Contact Zillis / Boerner to have a vacuum available.
- *Set up and tear down exhibit area.
- *Clean MM, library, hall and grandparents' rooms after event.
(Find new people to help out - pass on information)

RAFFLE CHAIR -

- *Procure items,
- *Fill out donation forms -
- *All items can be on one sheet (white copy gets taken off immediately for MBS)
- *Get white forms to Melissa to put on computer
- *Set up early for the 4 raffles (cans are in the grandparents' room - 25 cans)
- *Sell raffle tickets
- *Bonsai Bucks will be like cash again this year.

ADVERTISING CHAIR -

- *Create and print posters & cards
- *Get our event in the media (newspapers, TV, radio).
- *Put out and pick up signs. -
- *Contact County Parks /Boerner to get their approval to put their logos on all promotional material
- *Work with Parks / Boerner on press releases
- *Get all pre and post articles in newsletter.
- *Make sure we have pics of the ribbon winners and their info (name, tree, type of ribbon) for newsletter.

WORKSHOP CHAIR -

- *Procure trees for material provided workshop and demo - See Ron for help
- *For demo also make sure materials needed are there i.e. soil, tools, wire.
- *Set up room after the morning workshop for the afternoon demo and after demo for Sunday workshops
- *For material provided, trees will be picked in order of registration.
- *Be the timer for the BYO workshops on Sunday.

VOLUNTEER CHAIR -

- *Fill in the chart with volunteers.
- *Call volunteers the night before to remind
- *Check in the volunteers as they arrive (BB)

ARTIST HOST -

- *Pick up and return artist to airport.
- *Provide what is necessary to make his/her stay a great experience.
- *Get to all events 15 minutes early.
- *Scribe for judging Friday afternoon.

VENDOR CHAIR -

- *Line up vendors for event.
- *Set up hallway with tables / covers for vendors
Cost will include lunches and one dinner ticket.

RECEPTION/CRITIQUE & BANQUET CHAIR -

- *Get bar set up arranged with Zilli's.
- *For critique - As guests wander around have them vote on which trees they would like critiqued. Choose the top 10.
- *Line up restaurant for banquet.
- *Coordinate with Registrar for numbers of dinners.
- *Call in numbers one week prior to banquet

UMBRELLA CHAIR -

- *Oversee all committee chairs
- *Reserve rooms
- *Get scribes
- *Get ribbons
- *Arrive early to make sure doors are open