

GUIDELINES FOR BEGINNER WORKSHOP

January/February

Work with 1st Vice President to have date reserved at Boerner (upstairs rooms - Green tree + the other)

March/April

Get 8" glazed pots.

June/July

Order 22 trees end of June-mid July (Wigert's (andreawigert@gmail.com) - 8" potted trees \$25 - 10% discount for 10+ trees) Talk with Andrea and mention my name from MBS. Will need to use a credit card to make purchase. I suggest to order larger leafed ficus as the narrow leaf drops leaves readily and is dismaying to newcomers. Go online and look, then ask Andrea what she would suggest - it may vary due to how long they have had the trees or some of the trees aren't in the best shape, etc.

Have trees sent out on a Monday so they arrive on Friday. Get trees out of boxes and let acclimate in dappled shade for a week or so.

Repot in mix of potting soil and Dry Stall and let sit (gradually getting them out in full sun) until September

Make small notices for State Fair so people can go home and look online for the flyer to sign up. Or have a few flyers for those who don't have internet access. They can send in a check (print the reservation form) or use Eventbrite.

August / September

Accept reservations for the workshop. Stop at 20 trees (I don't count the participants, just the trees reserved) then there is some leeway in case one more person just must attend...

Have sign up sheet for volunteers at these meetings

Intermediate class should be helpers at this workshop

September

Contact volunteers to bring tools.

Be front and center at the Beginner Workshop helping volunteers and new members

Set up tables with plastic

Bring up box from downstairs cabinet that has little scissors in it. Also bring up cut paste tube.

Set up greeting table with name badges in badge holder (get Pam to print them out)

Set up trees on the counters in each room. Let them pick as they come in then sit down. Hand out info sheets (Kris has master) per tree

Welcome newcomers and have all volunteers stand. You can position yourself in the doorway between the 2 rooms.

Have fun with trees...

Take plastic off tables and clean room

Collect all trees not used - to be raffled at the Annual Exhibit or bought for \$35 right then.

Or if folks didn't show, call and let them know how/where to pick up their tree and what the next step is (get with a willing MBS member to help them style tree, or bring to BYO at Annual Exhibit - which will cost them more)