	Sequatchie Valley Master Gardeners	SOP #	SVMG.001
		Revision #	01
		Implementation Date	
Page #	1 of xx	Last Reviewed/Update Date	
SOP Owner	Trish Davis	Approval	

Valley Fest Plant Sale - Standard Operating Procedure

1. Purpose

Provide the steps and details necessary to prepare for participation in the Valley Fest.

2. Scope

The scope of the process includes submission of the entry application through preparation for the event, set-up, participation in the event and close down.

3. Prerequisites

None


4. Responsibilities

Treasurer submits application and payment to the Valley Fest Committee

Project Lead(s) obtains volunteers, requests plant donations and help obtaining plant donations and set-up / close down

5. Procedure

- A. Treasurer submits application and payment (*what month ?*)
 - On application, indicate that enough clearance is needed in the front of tent to accommodate the cinderblock and wood shelving to hold plants
- B. Identify Project Lead(s) in February quarterly meeting
- C. Plant Donations
 - Project Lead requests plant donations two to three weeks prior to Valley Fest dates
 - Suggest that members save and/or collect used plant pots of all sizes from previous years
 - Post request in Nextdoor Neighbor or other neighborhood communications that donations are needed
 - Approximately 4 weeks prior to the event date, send email to Master Gardener distribution list asking members to consider plants they can donate
 - Approximately 3 weeks prior to the event date it is recommended that donations should be re-potted so that they recover from plant shock before the sale
 - Prior to Plant Drop off for the event:
 - Price pots (use suggested pricing guidelines in attachment)
 - Label plant container with plant name
 - Create a "Plant Information Sheet" that includes (if known) the plant name and species and general information such as height/width, light and water requirements and a picture (if available). Use the attached template or

	Sequatchie Valley Master Gardeners	SOP #	SVMG.001
		Revision #	01
		Implementation Date	
Page #	2 of xx	Last Reviewed/Update Date	
SOP Owner	Trish Davis	Approval	

whatever format works for you. "<https://www.thespruce.com/>" does a good job of summarizing this data.

- Plants must be inspected prior to sale. Inspection typically occurs on Friday late afternoon or early evening.

D. Identify Volunteers

- Discuss Volunteer needs at SVMG quarterly meeting in Feb and again at the end of April and ask for volunteers. Pass sign-up sheet around (use template in attachment)
- Two to three weeks prior to Valley Fest dates, send email to SVMG distribution list asking for volunteers and update list with responses
- Document volunteer schedule and distribute

E. Gather Materials for day-of event

- Tent
- Ratchet tie down straps and tent tie down screws or concrete blocks
- Displays
- Table(s)
- Wooden shelving
- Metal tripods for shelves
- Small ladder (can also use to put plants on)
- Watering buckets and/or cans
- Cash Box / change (how much do you start out with in the cash box?)
- Plastic Grocery bags for plants
- Table cloth for display table
- Volunteer schedule
- SVMG Promotional Information and blank contact sheets
- Plastic Sticks and markers for pricing
- Paper Towels and/or wet wipes
- "the box" of office materials
- Bungee cords
- Hand sanitizer

F. Suggested items for volunteers

- Chair
- Sunscreen
- Hat
- Sunglasses
- Water
- Raincoat and/or umbrella
- SVMG name tags and shirts if you have them

6. **References**

None

7. **Definitions**

None