	<b>Sequatchie Valley Master Gardeners</b>	SOP #	SVMG.001
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SOP Owner	Trish Davis	Approval	

## Valley Fest Plant Sale - Standard Operating Procedure

### **1. Purpose**

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

### **2. Scope**

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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**

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None

### **4. Responsibilities**

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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**

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- 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

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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**

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None

**7. Definitions**

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None