



# The Friendly Garden Club of Traverse City

## FUTURE GARDEN WALK POSSIBILITIES

**Chairman:** \_\_\_\_\_

**1st Vice-Chairman:** \_\_\_\_\_

**Chairman in Training:** \_\_\_\_\_

**Refreshments:** \_\_\_\_\_

Decide on best garden for refreshments and what to serve. Arrange for same. Track the making of the cookies by members and arrange for freezer space till day of walk. Arrange for cookie delivery. Coordinate refreshment workers, etc. Forms are available for keeping track of above. Budget: \_\_\_\_\_

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**Sponsors Coordinator:** \_\_\_\_\_

Line up sponsors for this year's walk, starting with last year's sponsors. Encourage them to pay now if they wish and track till all are paid. Check with ticket people for deadlines for information. Budget for postage, etc.

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**Hostess Coordinator:** \_\_\_\_\_

Determine the number of members needed to cover each garden and assign someone as each Garden Coordinator. Supervise members sign-up for gardens at the May & June meetings. Work with each garden coordinator to have them arrange for card tables, coolers, cash boxes, etc. and return same after walk. Budget: \_\_\_\_\_

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**Correspondence Coordinator:** \_\_\_\_\_

Write letters inviting other garden clubs, dis. Director, etc. Send complimentary tickets to garden owners. Thank you notes, etc., Budget: \_\_\_\_\_

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# The Friendly Garden Club of Traverse City

## GARDEN WALK JOB OPPORTUNITIES—1

**Gifts Coordinator:** \_\_\_\_\_

Get information on possible gifts for each garden owner and secure same before the Walk. Arrange for delivery of the gifts which may be done by the individual garden coordinators on the preview day or some other fashion. Budget: \_\_\_\_\_

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**Ticket/Poster Development Coordinator:** \_\_\_\_\_

Coordinates the information gathering for the tickets, brochures, posters and the printing of same. Tickets must be ready by the May meeting. Budget: \_\_\_\_\_

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**Ticket Selling & Poster Distribution Coordinator:** \_\_\_\_\_

Each garden club member pays for five tickets in May to give away or sell as they please. Rest are distributed to sponsors and other establishments that sell them. Coordinator must keep track of all tickets and sales before and after day of walk. See form. Budget: \_\_\_\_\_

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**Transportation/Signage Coordinator:** \_\_\_\_\_

Plots best route for viewing gardens, notifies local authorities of event, determines number and types of signs needed, locates best parking areas, arranges for distribution and retrieval of signs, etc. Budget: \_\_\_\_\_

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**Workshop/Flower Arranging Coordinator:** \_\_\_\_\_

Coordinates workshops/flower arranging demonstrations for the walk, picks best garden for demonstrations, arranges for same and to secure and return needed supplies. Budget: \_\_\_\_\_

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## GARDEN WALK JOB OPPORTUNITIES—2

**Book of Evidence Coordinator:** \_\_\_\_\_

Arrange to have pictures taken on day of walk and gathers all walk information to coordinate preparation of book of evidence per rules in the Jan/Feb. Garden Gate.

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**Landscape Consultant Coordinator:** \_\_\_\_\_

Makes all arrangements for landscape consultants to judge gardens, arranges transportation to the gardens on day of walk, luncheon, etc. Budget: \_\_\_\_\_

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**Publicity:** \_\_\_\_\_

May be handled by club Publicity Chairman. Notifies Garden Gate of time and date of walk, arranges with newspapers, etc. for articles, gets video updated, takes publicity pictures, etc. The club Publicity Chair has detailed guidelines. Budget: \_\_\_\_\_

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**Other & Whatever Coordinator:**

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**PLEASE NOTE: ALL BILLS MUST BE APPROVED BY CHAIRMAN OR VICE CHAIRMAN BEFORE BEING GIVEN TO THE TREASURER FOR PAYMENT. PLEASE USE THE "FUNDS TRANSFER SLIPS" PROVIDED AND TURN BILLS IN ASAP SO WE DON'T GO OVER OUR BUDGET. THANKS.**



# The Friendly Garden Club of Traverse City

## GARDEN WALK SPONSOR WORKSHEET

SPONSOR NAME \_\_\_\_\_

PERSON CONTACTED: \_\_\_\_\_

PHONE CONTACT DATES: \_\_\_\_\_

\_\_\_\_\_

COMMENTS: \_\_\_\_\_

\_\_\_\_\_

SPONSOR INFORMATION FOR TICKETS/POSTERS/ETC.:

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

PHONE: \_\_\_\_\_

EMAIL/WEB PAGE: \_\_\_\_\_

SELL TICKETS?  Yes  No

POSTER?  Yes  No

TFGC MEMBER NAME: \_\_\_\_\_

DATE TURNED IN: \_\_\_\_\_



# The Friendly Garden Club of Traverse City

## GARDEN WALK HOSTESS SIGN-UP SHEET

It's time to sign up for Garden Walk again! Listed below is each garden and the leader who will be responsible for coordinating workers and activities at that garden. If you don't have an assignment already, please sign up below and get ready for a fun Garden Walk. Got questions???? See \_\_\_\_\_ . Thanks for your help.

GARDEN # \_\_\_\_\_ Garden Coordinator: \_\_\_\_\_

TIME PERIOD: 10:45 AM to 3 PM

NAME:

1. \_\_\_\_\_ PHONE: \_\_\_\_\_

2. \_\_\_\_\_ PHONE: \_\_\_\_\_

3. \_\_\_\_\_ PHONE: \_\_\_\_\_

4. \_\_\_\_\_ PHONE: \_\_\_\_\_

TIME PERIOD: 2:45 PM to 7:00 PM

NAME:

1. \_\_\_\_\_ PHONE: \_\_\_\_\_

2. \_\_\_\_\_ PHONE: \_\_\_\_\_

3. \_\_\_\_\_ PHONE: \_\_\_\_\_

4. \_\_\_\_\_ PHONE: \_\_\_\_\_

Please be prompt for your assignment and don't forget your flowered hat and name tag!  
Thank you.

Hostess Coordinator: \_\_\_\_\_