

## July 13, 2019 Monsoon Madness

### Task List

2019

2019 Meeting Dates: March 18<sup>th</sup>, April 15<sup>th</sup>, May 20<sup>th</sup>, June 17<sup>th</sup>, July 8<sup>th</sup>

Time: 1:00pm – 3:00pm - Place: Prescott Extension Office

Wrap-up: July 15<sup>th</sup>, (after clean-up)

### Goal/Emphasis:

### High quality merchandise, educate public, unique plants, have fun

	Task	Responsible	Due by	Completed	Notes
1.	<b>KICKOFF / OVERALL</b>	Chairs:	March		
2.	Confirm committee members & schedule monthly meetings		Jan		
3.	Solicit for co-coordinators for open positions		2/12		MG Info Table and co-coordinator for Shop Keepers
4.	Reserve Barn B, Mackin basement, and pkg lot July 10 <sup>th</sup> through 15 <sup>th</sup>	Mary	Jan		
5.	Committee members & plans for MM announced to the MGA membership via email	Mary	3/30		Include flyer, committee openings, info for starting plants, what not to bring, etc.
6.	Planning committee meeting locations, dates determined, and meeting location reserved		Dec		
7.	Review 2018 Wrap-up document		3/18		
8.	Confirm hours of operation (last page)		3/18		
9.	Task list finalized and responsibilities assigned		3/18		
10.	Maintain Task List – update after each meeting and forward to Committee members		Monthly		
11.	Planning progress communicated to MGA via email, newsletter, updates, MGA meetings		ongoing		
12.	Date and hours of sale confirmed		3/18		
13.	Tell MG class about MM	Mary/Cathy	3/20		
14.	Determine method for training all volunteers		April		
15.	Draft of training material ready for committee review		April		Review in April meeting; to be sent out in May when MGs sign-up to volunteer
16.	Talk to Rich Peterson about using Yavapai College greenhouse		April		GH would be available in May after semester ends
17.	Discuss sale activities and volunteer opportunities with new MG class	Mary	5/8		Class will receive training ppt before sign-up on May 8th
18.	Provide list of photos we want taken to Communications Committee (they will provide photographer)		June		

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19.	Have meeting with Vol Scheduler, Merchandising, Shopkeeper to confirm roles in sale yard		7/2		
20.	Provide facility rental check of \$150 to Rodeo office	Mary	6/30		
21.					
22.					
	<b>LOGISTICS</b>	Coordinators: John Baggenstos Bob Reynolds			
23.	Ext. Ofc. conference room reserved for Thurs., Fri., and Sat.		Jan		
24.	Confirm Volunteer needs: (days and times) w/ Volunteer Coordinator	Logistics	4/20		
25.	Receive equipment requests from all committees	All Committees	5/15		
26.	Tear-down process determined	Logistics	6/18		
27.	Inventory vests	Logistics	5/14		2016: 54 or 60 yellow, 12 orange 2017: 42 yellow, 13 orange 2018 12 purchased for runners
28.	Purchase vests if needed	Logistics	5/30		
29.	Identify materials needed (tables, canopies, trash, and recycle cans, wheelbarrows, wagons, carts, etc.)	All Coordinators	4/15		
30.	Request 3 recycle bins from City; notify Extension office of the delivery	Logistics	6/20		2019 – have enough already
31.	Sale day yard layout determined	Logistics	4/15		
32.	Keys obtained for Ext. Ofc., conex box, Barn B	Logistics	7/10		Have door code for Mackin basement
33.	Ask Rodeo Ofc to unlock gate next to Mackin basement	Logistics	7/10		
34.	Ensure plants in front of Ext. Ofc. are manicured	Mary	7/10		
35.	Contact your volunteers, letting them know who you are and when they will hear from you again	Logistics	6/24		
36.	E-mail instructions to your volunteers letting them know specifics on what they will be doing, confirm dates/times, provide specific instructions if needed, etc.	Logistics	7/6		1 week before sale
37.	Communicate with Rodeo grounds tenants regarding removal of vehicles from Barn B and parking lot arrangements	Logistics	7/10		

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38.	Tell Extension personnel not to leave vehicles in sale area (they sometimes park cars and leave town)	Logistics	7/5		Inform Lydia in Extension ofc
39.	Determine if lights are needed for barn B and where to get them.	Logistics	6/11		
40.	Obtain plastic table cloths	Logistics	6/11		Need extra table cloths for Thursday/Friday plant intake
41.	Determine who will take recyclable items on sale day	Logistics	6/11		City of Prescott bin
42.	Clean barn Wednesday prior to merchandise arrival	Logistics	7/10		
43.	Reserve igloos with Lydia Watts, Extension Offic	Logistics	May		
44.	Provide igloo of water, with ice for Thursday & Friday volunteers and for Saturday	Logistics	7/11 7/12 7/13		
45.	Set-up sale yard		7/12		Review documented instructions for EZ-ups with volunteers
46.	Schedule volunteers for Monday clean-up	Vol Scheduler	6/17		Planning committee should also help
47.	Before wrap-up meeting, ask for feedback on what worked well, what could be improved		7/14		
48.	Send Thank You to Logistics Wednesday, Thurs, Fri, Sat, and Monday volunteers		7/22		
49.	Clean barn post sale		7/16		8am start
50.					
51.					
52.	<b>Refreshments</b>	Coordinators: <b>Ann Baugh</b>			
53.	Reserve Extension Office refrigerator (message to Yavapaires@cals.arizona.edu)	Mary			
54.	Confirm Volunteer needs: (days and times) w/ Volunteer Coordinator		4/20		
55.	Decision made on what refreshment and budget for Saturday		5/14		2019 actuals: \$547.84 (too much food)
56.	Submit equipment needs to Logistics		5/14		
57.	Arrangements made for water, ice chests, etc.		6/15		
58.	Contact your volunteers, letting them know who you are and when they will hear from you again		6/24		

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59.	E-mail instructions to your volunteers letting them know specifics on what they will be doing, confirm dates/times, provide specific instructions if needed, etc.		7/6		1 week before sale
60.	Arrangements made for snacks & food for volunteers on Saturday		7/11		
61.	Bring clean up supplies (rags, Simple Green) for tables		7/13		
62.	Before wrap-up meeting, ask for feedback on what worked well, what could be improved		7/14		
63.	Sanitize refrigerator				
64.	Send Thank You to Refreshment volunteers		7/22		
65.	<b>Public Relations</b>	Coordinator:			
66.	Advertising strategy/plan determined (includes printed, radio, etc.)		4/16		
67.	Determine Budget		4/16		2019: \$64
68.	Confirm Volunteer needs: (days and times) w/ Volunteer Coordinator		4/20		
69.	Provide flyers & quarter page bookmark for MG Event tables (e.g. Farmers Mkt) in Verde & Prescott areas		April		
70.	Flyers/posters printed for distribution around town and via email		5/6		
71.	Prepare feature article; ask Mary to submit to Courier on Jun15th.		6/1		Mary to review and send to Tim W.(Courier)
72.	Prepare press release; ask Lydia to send it out July 1st		6/1		Have Mary review before giving to Lydia
73.	Contact your volunteers, letting them know who you are and when they will hear from you again		6/24		
74.	E-mail instructions to your volunteers letting them know specifics on what they will be doing, confirm dates/times, provide specific instructions if needed, etc.		7/6		1 week before sale
75.	Posters distributed around town		July		After Rodeo
76.	Posters sent via email to public contacts and MGs	Diane - Public Mary - MGs	March May June		
77.	Submit sale info to Courier for Weekly events (pg 2)		Jul		

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78.	Newspaper Yard Sale ads submitted for Thurs, Fri, and Sat		6/29		
79.	Ask True Value to post MM on message board		6/29		After Rodeo is over
80.	Public Service Announcements submitted		6/15		
81.	Sandwich boards set up (sale day)		7/13		
82.	Have MM listed on the Prescott C of C Calendar of Events for Summer 2020		April		
83.	Before wrap-up meeting, ask for feedback on what worked well, what could be improved		7/14		
84.	Send Thank You's to PR volunteers, True Value and other organizations that provided advertising		7/22		
85.	Take photos at sale	Steve McIntyre	7/10 to 7/15		
86.	Put MM on MG Facebook page	Nirmala	7/6		Remind Nirmala to refresh posting
87.	Put MM on free Facebook advertising pages	Nirmala	7/6		Ask Nirmala to post
88.	Put MM on Craig's List		7/3 - 7/4		
89.	Post MM event on our website	Mary	March		
90.					
91.	<b>Graphic Design</b>	Coordinator: <b>Judy Mannen</b>			
92.	Volunteer needs: (ALL days and times) to Volunteer Scheduling		4/20		
93.	Make inventory list of all existing signs including Barn / Mackin Signs		5/20		
94.	Poster/flyer information finalized		3/21		
95.	Submit equipment needs to Logistics		5/14		
96.	Materials to display signs obtained (buckets, rocks, stakes, etc.)	Mary	7/12		
97.	Directional street signs made, how many, and where		July		
98.	Date/Time updated on banners		May		
99.	Contact your volunteers, letting them know who you are and when they will hear from you again		6/24		

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100.	E-mail instructions to your volunteers letting them know specifics on what they will be doing, confirm dates/times, provide specific instructions if needed, etc.		7/6		1 week before sale
101.	MM banner attached to Ext Ofc wall before rodeo		4/30		Ask Lydia Watts to issue work order for the County
102.	MM signs put on rodeo entrances before the rodeo		6/27		
103.	Remove MM banner from Ext Ofc wall and attach to rodeo fence after the rodeo		7/8		Ask Lydia Watts to issue work order for removal of sign on building
104.	Mackin & Barn signs up by Wed pm	Cathy	7/10		
105.	Signs created for sale day		7/8		
106.	Obtain names of non-MG donors from coordinators		7/12		
107.	List of non-MG donors posted at entrance		7/13		
108.	Bring all signs to meeting where yard layout is discussed		6/17		
109.	Before wrap-up meeting, ask for feedback on what worked well, what could be improved		7/14		
110.	Send Thank You to Graphic Design volunteers		7/22		
111.					
112.	<b>MERCHANDISING</b>	Coordinators: <b>Cathy Michener</b>			
113.	Confirm Volunteer needs: (days and times) w/ Volunteer Coordinator		4/20		
114.	Conduct division workshop for interested MG class members		NR		
115.	Send MGA the "MM Guidelines"	Mary	June		
116.	Determine number of plants to purchase	Cathy	6/17		175 in 2014; 0 in 2015; 2016 160 Verde River Growers, 98 milkweed; 2017 - 260 Verde River Growers, 186? Milkweed; 218 Verde River growers in 2019
117.	Send e-mail asking MGs to provide plant names and numbers to Cathy M.	Mary	6/1		Include MM Guidelines
118.	Compile list of invasive plants not to bring to the sale and send to Mary for e-mail distribution	Cathy	March		
119.	Layout in barn determined for merchandise		6/13		Will match yard layout

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120.	Donation sites in Prescott and VV areas determined	Cathy	4/18		
121.	Contact your volunteers, letting them know who you are and when they will hear from you again		6/24		
122.	E-mail instructions to your volunteers letting them know specifics on what they will be doing, confirm dates/times, provide specific instructions if needed, etc.		7/6		1 week before sale
123.	List of expected merchandise solicited from donors & forwarded to Shopkeeper coordinator	Cathy	Ongoing		
124.	Barn ready to accept merchandise		7/10		
125.	MG donor list given to Graphic Design		7/11		
126.	Have volunteers prepare merchandise that does not meet standards (e.g., clean pots, groom plants, etc.)		7/12		See supply list for supplies needed for Thursday intake
127.	Remove or cross out old plant labels as plants are received		7/11 & 7/12		
128.	Purchase craft sticks to label plants		May		Send 1 box to Camp Verde office; put 2 boxes in Prescott office
129.	Check supply of price dots and tags; purchase what is needed		6/30		
130.	Price points determined		5/15		
131.	Have special price tags for large items		6/15		
132.	Price items		7/11 7/12		
133.	Provide dots to shopkeepers for missing dots		7/13		
134.	Determine what to do with leftover merchandise		7/10		
135.	Before wrap-up meeting, ask for feedback on what worked well, what could be improved		7/14		
136.	Send Thank You to Thursday & Friday volunteers		7/22		
137.	Send Thank You to donors		7/22		Within 1 wk after the sale
138.					
139.	<b>SHOPKEEPERS</b>	Coordinators:			
140.	Confirm volunteer needs with Volunteer Coordinator		4/20		

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	Task	Responsible	Due by	Completed	Notes
141.	Work with Volunteer Scheduler to identify Shopkeepers		6/16		
142.	Contact your volunteers, letting them know who you are and when they will hear from you again		6/22		
143.	E-mail instructions to your volunteers letting them know specifics on what they will be doing, confirm dates/times, provide specific instructions if needed, etc.		7/6		1 week before sale
144.	Determine process for displaying plant information		5/16		e.g. Have several binders of plant info and signs, have individual plant sheets in gravel pots, etc.
145.	Submit equipment needs to Logistics		5/16		
146.	Print "hold tags"		6/19		
147.	Ensure plant information sheets created where needed (for gravel pots and binders)		7/12		
148.	Have shop signs and gravel pots ready for Saturday morning		7/12		
149.	Place "shop signs" in sale yard before merchandise brought out		7/13		
150.	Before wrap-up meeting, ask for feedback on what worked well, what could be improved		7/14		
151.	Send Thank You to shopkeeper volunteers		7/22		
152.					
153.	<b>CASHIERS/TALLY/FINANCE</b>	Coordinators <b>Mary Barnes</b>			
154.	Confirm Volunteer needs: (days and times) w/ Volunteer Coordinator		4/20		
155.	Submit equipment needs to Logistics		5/16		
156.	Determine check-out process		6/15		
157.	Contact your volunteers, letting them know who you are and when they will hear from you again		6/24		
158.	E-mail instructions to your volunteers letting them know specifics on what they will be doing, confirm dates/times, provide specific instructions if needed, etc.		7/6		1 week before sale
159.	Borrow 3 cash boxes from Extension Office		7/12		Reserve in advance
160.	Cashiers / tally people trained		7/13		Sale day meeting



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	Task	Responsible	Due by	Completed	Notes
161.	Cash for cash boxes obtained		7/12		
162.	All receipts for reimbursement processed before or on sale day		7/13		
163.	Periodically collect proceeds during day of sale		7/13		
164.	Count proceeds with Sale Chair and MGA treasurer		7/13		Prepare money for deposit, incl wrapping coins
165.	Before wrap-up meeting, ask for feedback on what worked well, what could be improved		7/14		
166.	Send Thank You to Thursday and Saturday cashier and tally volunteers		7/22		
167.	Send final counts to PR committee for newsletter article & to MGA		7/17		
168.					
169.	<b>RUNNERS</b>	Coordinator:			
170.	Confirm Volunteer needs: (days and times) w/ Volunteer Scheduler		4/20		
171.	Submit equipment needs to Logistics		5/16		
172.	Contact your volunteers, letting them know who you are and when they will hear from you again		6/24		
173.	E-mail instructions to your volunteers letting them know specifics on what they will be doing, confirm dates/times, provide specific instructions if needed, etc.		7/6		1 week before sale
174.	Exit volunteers (runners) trained		7/13		
175.	Before wrap-up meeting, ask for feedback on what worked well, what could be improved		7/14		
176.	Send Thank You to runner volunteers		7/22		
177.					
178.	<b>HOLDING AREA</b>	Coordinators <b>Lee Atonna</b> <b>Debbie Allen</b>			
179.	Confirm Volunteer needs: (days and times) w/ Volunteer Coordinator		4/20		
180.	Submit equipment needs to Logistics		5/16		
181.	Determine holding area process and determine layout with Logistics Chair		6/15		

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182.	Contact your volunteers, letting them know who you are and when they will hear from you again		6/24		
183.	E-mail instructions to your volunteers letting them know specifics on what they will be doing, confirm dates/times, provide specific instructions if needed, etc.		7/6		1 week before sale
184.	Holding area volunteers trained		7/13		
185.	Before wrap-up meeting, ask for feedback on what worked well, what could be improved		7/14		
186.	Send Thank You to Holding Area volunteers		7/22		
187.					
188.					
189.	<b>ENTERTAINMENT</b>	Coordinator <b>Angie Mazella</b>			
190.	"Free" entertainment (music) scheduled (low volume, background music)		6/15		
191.	Submit equipment needs to Logistics		5/16		
192.	Determine what gifts will be provided		5/16		2019 - \$10 gift card to each musician
193.	Purchase gift cards for musicians		7/12		
194.	Present Thank You gifts to Saturday entertainers		7/14		
195.					
196.					
197.	<b>VOLUNTEER SCHEDULING</b>	Coordinators:			
198.	Determine number of volunteers needed for general sale help on Saturday		4/20		
199.	Receive Committee Chairs schedule of volunteers needed by day, time	Committee Chairs	4/20		
200.	Send message to all MGs (through Mary)		5/1		
201.	Prepare schedule (activities, # volunteers needed, hours) Schedule to include shift overlap of 15 minutes		5/1		
202.	Have sign-up sheets available for MG class		5/8		
203.	All volunteers contacted within 2 weeks of signing up		Ongoing		Notify volunteers that they are on the list and tell them what position, day, time, if known

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204.	Provide numbers of volunteers still needed to Mary (after May MGA mtg) for e-mail request				
205.	Work assignments determined for Thursday thru Saturday workers		6/15		
206.	Vol. names given to coordinators		6/20		
207.	E-mail written instructions to all Saturday volunteers and cc Coordinators 2 wks before sale		6/29		
208.	Check-in and check-out sheets prepared for Thu., Fri. and Sat.		7/10		
209.	Send copy of Master Volunteer list to all coordinators		7/10		All coordinators inform Sandy of any volunteer changes
210.	Be available Wed, Thur, Fri, Sat, & Mon for vol. check-in and check-out Wear special vest.		7/10 to 7/15		Provide instructions, ensure smooth shift changes, adjust workers as needed, manage check-in/check-out sheets, etc.
211.	Before wrap-up meeting, ask for feedback on what worked well, what could be improved		7/14		
212.	Send email Thank You to all Saturday volunteers		7/22		Coordinators will also send Thank You to those who reported to them.
213.	<b>MASTER GARDENER INFORMATION TABLE</b>	Coordinators:			
214.	Confirm Volunteer needs: (days and times) w/ Volunteer Coordinator		4/20		
215.	Submit equip needs to Logistics		5/16		Incl: First Aid Kit, Bullhorn
216.	Contact your volunteers, letting them know who you are and when they will hear from you again		6/22		
217.	E-mail instructions to your volunteers letting them know specifics on what they will be doing, confirm dates/times, provide specific instructions if needed, etc.		7/6		1 week before sale
218.	Table set-up similar to "Farmers Mkt" setup		7/13		Include forms for plant and insect problems, soil testing, moisture probes, etc. Keep count of moisture probes sold for post-sale reimbursement to Ext Ofc
219.	Supplies returned to Ext Ofc		7/13		Tally sheet to Mary Barnes
220.	Before wrap-up meeting, ask for feedback on what worked well, what could be improved		7/14		
221.	Send email Thank You to Information Table volunteers		7/22		
222.					
223.	<b>POST SALE</b>	<b>All Coordinators</b>			

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	<b>Task</b>	<b>Responsible</b>	<b>Due by</b>	<b>Completed</b>	<b>Notes</b>
224.	Wrap-up session conducted and lessons learned documented		7/15		
225.	Documentation updated for 2019 committee & posted on website		NR		
226.	Sale materials boxed & stored		7/30		All materials should be stored in Conex box

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#### Activity Days/Hours

		Hours of Operation	Volunteer Shifts
Wednesday July 10th	Logistics set-up / clean barn	1:00pm to 3:00pm	1:00pm to 3:00pm
	Drop off for committee members	3:00pm to 6:00pm	NA
Thursday July 11th	Drop off Merchandise/price plants	7:45am to 3:00pm	7:30am to 11:30am 11:15am to 3:00pm
	Logistics	7:15am to 1:00pm	7:15am to 1:00pm
Friday July 12th	Drop-off merchandise	7:45am to 12:00pm	7:30am to 12:00pm
	Price yard stuff	7:45am to 3:00pm	7:45am to 3:00pm
	Logistics set-up	7:45am to 12:00pm	7:45am to 12:00pm
	Refreshment set-up	1:00pm to 4:00pm	1:00pm to 4:00pm
Saturday July 13th	Logistics set-up	5:30am to 7:30am	5:30am to 7:30am
	Volunteers move merchandise	6:00am to 7:00am	NA
	Sale Hours	7:30am to 12:30pm	6:00am to 9:45am (incl set-up) 9:30am to 1:30pm (incl clean-up)
	Refreshments	Start 6:00am	6:00am to 1:00pm (incl clean-up)
Monday July 15th	Post-sale clean-up/storage	8:00am to 10:00am	
	Wrap-up meeting	11:00am (incl lunch)	

**Volunteer needs: (ALL days and times) to Volunteer Scheduling;** Coordinators provide Volunteer Scheduling with all volunteer personnel needs by number needed, date needed and times needed. Use shift hours where possible, e.g. *Logistics needs 40 volunteers on 7/14 from 6 am to 7am to move merchandise from barn to sales area.*

**Equipment needs:** Coordinators submit equipment needs (tables, canopy, extension cords, fans, chairs, etc.) to Logistics. Include special requirements as needed.

**Saturday:** Will try to have lunch available around 10:15am