

**MASTER GARDENER**



**YAVAPAI COUNTY**

# **Event Table**

# **Refresher Training**

**March 19, 2024**



THE UNIVERSITY  
OF ARIZONA

# Event Tables - Process

- If you sign up to staff an event information table, the chair/coordinator should contact you and provide specifics on the table theme (if there is one), date/time, parking, what to bring, etc.
- Ask for the chair/coordinator's cell phone number in case of last-minute issues with your arrival
- The chair/coordinator will reserve the supplies and arrange for supply pick-up and return

# Event Table Supplies

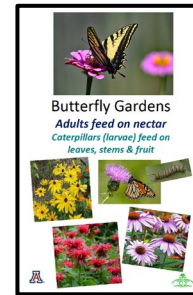
These are some of the MGA supplies that are available for use at our event information tables.



Insect boxes



Supply Tote (reference materials, etc.)



Posters



Problem Samples



Seeds



Wheel of Questions



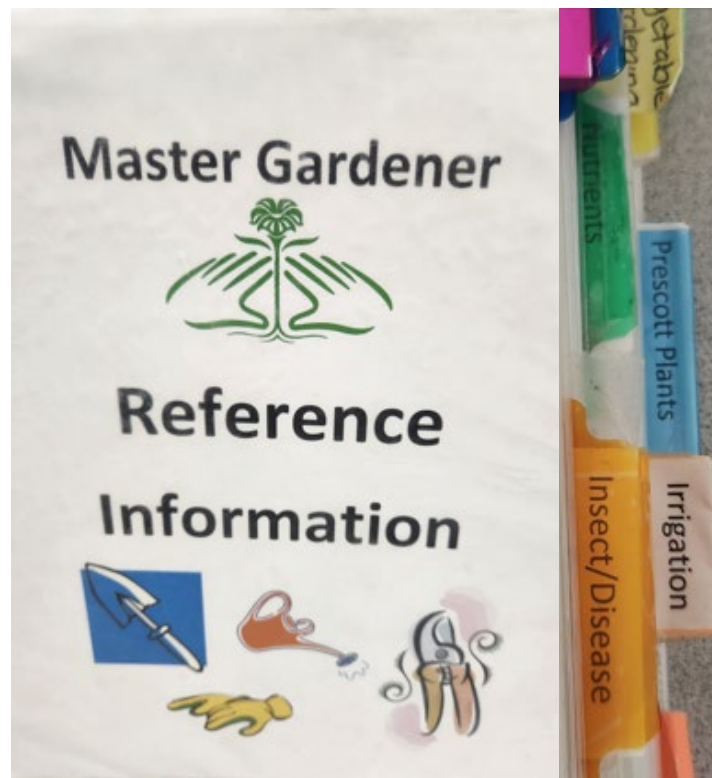
EZ-ups



Insect/animal Photos

# More Supplies

Binder of publications



Banner – to be hung at the back of the EZ-up or in front of the table (if no tablecloth with logos)



# 2-Sided flyer in plastic stand



THE UNIVERSITY OF ARIZONA  
**Cooperative Extension**  
Yavapai County

## Master Gardener Help Desks – *a free service*

How to manage  
insects, plant  
diseases, wildlife

Free soil pH  
testing (see  
reverse for  
instructions)

Advice on best  
plants for the  
Central Highlands

Plant and insect  
identification

Request garden  
talks for your  
club

Ask about classes  
on science-based  
gardening

Planting and  
watering  
guidelines

**Camp Verde**  
928-554-8992  
[verdevalleymg@gmail.com](mailto:verdevalleymg@gmail.com)  
2830 N Commonwealth Dr, Ste 103  
Camp Verde

**Prescott**  
928-445-6590 Ext 222  
[prescottmg@gmail.com](mailto:prescottmg@gmail.com)  
840 Rodeo Dr, Bldg. C, Prescott



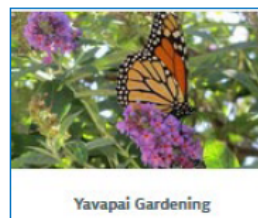
## Website Links

Yavapai County Cooperative Extension

<https://extension.arizona.edu/yavapai>



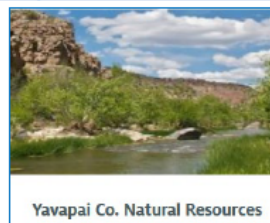
<https://extension.arizona.edu/yavapai-gardening>



### General Gardening

- Plant Problem Diagnosis
- Information about Growing Vegetables and Fruit Trees
- Plant and Insect Identification
- Master Gardener and Home Horticulture Classes
- Recorded Presentations on Gardening Topics
- **Link to Soil Test Request Form**

<https://extension.arizona.edu/yavapai-county-natural-resources>



### For Those New to Yavapai County ...

- Gardening / Landscaping
- Water Conservation
- Wells and Septic Systems
- Horses and other Domestic Animals
- Native Plant Preservation and Planting
- Bringing Plants into Arizona
- Living with Wildlife

### Soil Test Instructions

1. Collect soil samples from various sections of your garden or landscape
2. Create the soil sample by digging down 2 - 6 inches, being sure to get mineral soil (native), not potting soil or potting mix from a bag; do this in 3 different areas and combine them in 1 plastic or paper bag (1 cup of soil is plenty for the test)
3. Repeat the process for up to three areas in your yard/beds – you may bring up to 3 samples for testing
4. Clearly label each bag with a reference number (i.e., 1,2,3).
5. Leave bags open so soil is completely dry before bringing it to our office for testing

Yavapai County Master Gardeners  
<https://www.facebook.com>

10/12/2023 - Final

## Extension Newsletter

*Receive email messages about  
Cooperative Extension classes, events,  
and news. Sign-up at:*

<http://bit.ly/YavapaiNewsletter>

or



Replaces Event Sign-  
up Sheet

Displayed in  
plastic stand

## Horticulture Classes

### 2024 **Home Horticulture**

Evening Zoom class, 7 sessions;  
no volunteer requirement

### 2025 **Master Gardener Volunteer Training**

17- week class; held in Prescott

Sign-up to receive applications when available –  
send email to: [barnesm@arizona.edu](mailto:barnesm@arizona.edu)

Learn more: <https://extension.arizona.edu/yavapai>

*Click on Yavapai Master Gardener*

Mary Barnes will put them  
on email distribution for  
information when it is  
available for each class

# Answering Questions - Reference Materials

If someone is interested in attending a Home Horticulture or Master Gardener training class – give them this bookmark and they can check the website for more information and email Mary Barnes if they want more information or an application.



Are you interested in becoming a Master Gardener Volunteer or in taking a gardening class with science-based information provided by the University of Arizona?

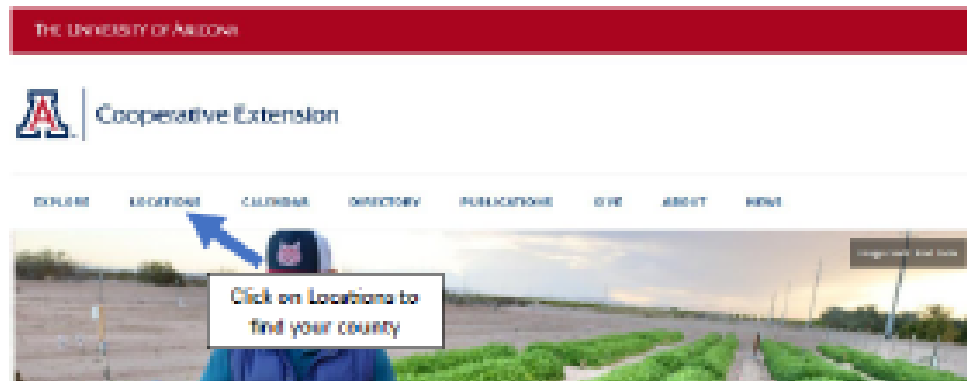
<https://extension.arizona.edu/master-gardener-volunteer-training-yavapai-county>

*Please email your name, address and phone number to [barnesm@arizona.edu](mailto:barnesm@arizona.edu) to receive additional information.*



Find your **Arizona** County Cooperative Extension office –

<https://extension.arizona.edu/>



Find your County Cooperative Extension office –

<http://npic.orst.edu/pest/countyeext.htm>



Handout at  
Sedona Farmers  
Market Info  
Table – lots of  
visitors



## Butterfly Gardens

- **Poster**
- **Reference Document**
- **Handout**

## Critters in the Garden

- **Poster**
- **Reference Document**

## Edible Herbs

- **Poster**
- **Reference Document**

## Galls

- **Poster**
- **Reference Document**
- **Backyard Gardener - Insect and Mite Galls**

## Houseplant Insects

- **Poster**
- **Reference Document**

## How to Build Garden Soil

- **Poster**
- **Reference Document**
- **Home Composting Handout**

## Irrigation

- **Irrigating Plants** poster
- **Irrigation Methods** poster

## Plants That Attract Bees

- **Poster**
- **Handout**

## Seed Starting

- **Poster**
- **Ten Steps to a Successful Vegetable Garden**

## Tomato Problems

- **Poster**
- **Reference Document**
- **Tomato Survey**

## Vegetable Garden Insects (aka "Bad Bugs")

- **Poster**
- **Reference Document**

## Weeds

- **Poster**
- **Reference Document - Herbicides**
- **Reference Document - Glyphosate**
- **Weed Management in the Landscape - Bulletin #23**



PREDATORS & PARASITIDS  
WOOD-DESTROYING INSECTS  
STINGING & BITING ARTHROPODS



FOREST INSECTS



Arthropods 1



Arthropods 2

# Booth Set-up Example

Note: Minimal materials on front table; reference books on side or back table.



# Guidelines for Interacting with the Public

## DO –

- Wear your MG nametag on your right side
- Wear MG logo-wear if you'd like
- Stand when people approach our table
- Have fun!!!



## Avoid –

- Political/controversial discussions
- Chewing gum
- Eating at the event table
- Using cell phone
- Engaging in conversation w/ other MGs while ignoring visitors
- Knitting, reading a novel, etc. at event tables
- Wearing strong scents
- Being late or leaving early
- Leaving an information table unattended

# Engaging the Public

Event tables, County Fair, etc.

We are there to share information, answer questions, etc.

If it is an event table, the table should have some interesting items that will pique the interest of those passing by. When they walk up, we start the conversation.

- ***We should not be in front of the table like circus barkers to engage people. If you are standing behind the table and make eye contact people will stop if they are interested.***
- There may be seeds to give away at the table. We should not be forcing seeds or other materials on people. If you engage in a conversation and want to offer them a packet of seeds, that is more appropriate.

# Challenging Questions

Some people will challenge our information, the supplies we have, etc.

- Don't bring materials with labels that could generate challenges, e.g. bag of soil with a brand name
- Don't get into a debate – you could say things like:
  - That is interesting
  - I am not aware of that study
  - We provide options and let people decide on the solution
- We don't dictate and we are not the horticulture police – you can say things like
  - You might try ....
  - The rationale behind our recommendation is ....
  - You might get better results if....



# Teamwork - Appreciate All Styles

Chairs/Coordinators and Volunteers

- Know your style
- Know others' styles / ask volunteers what tasks they would like to perform
- Appreciate and value everyone's contribution



Controlling

Take charge  
Decisive  
Results Focused

Analyzing

Thorough  
Organized  
Good Planner

Promoting

Stimulating  
Inspirational  
Idea Generator

Supporting

Team Player  
Consensus Builder  
Relationship-Oriented

# After an Event

- Feedback is appreciated – feedback form is on MG website, Volunteer Documents page  
<https://extension.arizona.edu/yavapai-master-gardener-volunteer-documents>

Master Gardener Project / Event Feedback	
<i>Please use this form to provide feedback on what worked well or what could be improved, on events or projects that you worked on, attended, or observed. The information will be used for process improvements. Your feedback (with the categories on this form) may be e-mailed to a member of the Volunteer Projects Committee or this form may be sent to the Cottonwood or Prescott Extension Office / Attn: Volunteer Projects Committee.</i>	
Name of Event	

- Chairs/coordinators always thank your volunteers
- Project chairs provide updated Task List to Volunteer Projects Committee for the next chair
- For special events/activities, e.g. Sharlot Hall Rose Pruning, send a list of event volunteers to Mary Barnes (exception: Farmers Mkts)



# Need Additional Assistance?

## Volunteer Projects Committee Contacts:

Scholly Ketcher (Prescott Area) – [schollyk@yahoo.com](mailto:schollyk@yahoo.com)

Carol Keefer (Verde/Sedona Area) - [writercarol50@gmail.com](mailto:writercarol50@gmail.com)

We're here for you and appreciate  
your willingness to volunteer!

Thank  
you!