

Monsoon Madness Responsibilities
Information Table Coordinator

CHAIR PERSON:

- Attend Monsoon Madness Committee meetings; get handouts, coordinate general layout and exchange ideas and tips from the year before.
- Identify who will ask for volunteers for the event table (2 volunteers per shift)

2 weeks before the sale:

- Contact volunteers by email or phone to confirm and exchange any contact info needed.
- Forward a brief outline, task list, and supplies that will be at the table.
(Easy-ups, totes, water cooler, first aid kit)

At the final committee meeting:

- Confirm physical location, supplies, and what will be in place upon arrival for the sale (# of easy-ups, tables, and chairs, etc.)
- Notify volunteers of any changes

Sale Day:

- Arrive at designated time.
- Procure items that will be at the table and take them out to the area and set them up. Your first volunteer should be there shortly.
- Provide a copy of “Reminders for Staffing Event Tables” document located on our website.

VOLUNTEERS:

- Volunteers are usually well seasoned phone line people who are used to fielding questions and looking up information at that moment and should not need verbal guidance.
- Each shift will cover for one another for a lunch break
- When their shift is over they may leave.
- Second shift can help pack up table items and banner.
- Chair person or designated volunteer will return totes to office and closet.

SUPPLIES

- EZ-ups, Tables and chairs
- Travel Tote (with books, sign-up and tally sheets, handouts, etc.)
- First aid kit
- Items that Extension may want to sell, e.g. moisture probes
- Extra reference books for workers, e.g. Sunset Western Garden books (will be supplied by Merchandise Coordinator)

Note: The day before the sale go through the tote to make sure everything you need is inside *plus* any particular books or bulletins that you or the other volunteers prefer to work with. The Supply Coordinator has usually inventoried and designated which tote we'll use. Put together all items to be taken out together and on the rolling cart to save time on the morning of the sale.