

## Merchandising Coordinator Responsibilities

7/23/2015

- Collect &/or determine storage location for materials donated prior to the that donors cannot store
- Receive potential donated material lists from MGs prior to the sale and forward to Pricing and Shopkeeper Coordinators
- Order plants from other sources for re-sale, e.g. Mountain States Nursery
- Solicit donations from local nurseries
- Coordinate volunteers who take-in, label, and prep merchandise
- Collect info for donor list
- When Logistics is finished setting up on Saturday morning (around 6:00 a.m.), and after the Shopkeeper Coordinator places signs in each yard area, direct the volunteers to move the plants one section at a time.
- Determine if/when merchandise is moved to ½ price on sale day

### Submit equipment needs to Logistics

- Stepping stool or small ladder
- 3-4 fans, indoor lights
- 1-2 large waste containers with black plastic inserts for plant clean up
- 2 to 3 tables and chairs for plant ID on Thursday (outside barn)

### Additional Materials Needed

- Indoor barn signs from Judy Mannen
- Duct tape (used to tape signs to the inside barn wall)
- 3-4 inexpensive scissors for plant clean up (there are some in the conex box)
- Sunset Garden books for plant ID (stored in conex box)
- Garden hose with hose-end sprayer
- Watering can
- Several cleaning rags and a large bucket
- May need small bag of soil
- Black plastic pre-formed trays to hold 1 gal. plants. They are helpful to organize and carry out plants on the day of sale.
- 5 gal. black plastic pots to elevate plants (helpful for hanging plants and to display plants)
- "S" hooks to hang plants
- Markers and craft sticks for labeling plants