

Class Welcome Task List

Date Updated: May 24, 2019

A coordination meeting should be held with the MGA President, Social Chair, Membership Chair, and Mentor Coordinator to clarify who will be responsible for each task.

	Task	Responsible	Due by	Comp.	Notes
1.	OVERALL EVENT				
2.	Select date and time	President		X	Wed, May 15 th , 6:30pm
3.	Select location	President		X	Mackin Bldg, Prescott
4.	Obtain/schedule volunteers to move tables and chairs if needed	President			Required for Mackin Bldg in Prescott
5.	Confirm number of tables and chairs w/ Mackin folks	Mary			2019: 11 2x6 & 16 2x4 tables 2018: 21 tables (16 for people, 1 drinks, 3 food, 1 sign-in); 66 chairs
6.	Request MGA check for Mackin Bldg	Mary	4/22		Mary to coordinate with Nancy Christie
7.	Determine room layout & seating chart	Cindy & Betty (Betty has prior layout)	5/13		Attendees: 2013 – 72 in Prescott 2014 – 58 in Cottonwood 2015 – 75 in Prescott (Betty provided layout & seating chart). 2016 - 42 in Cottonwood 2017 - 60 in Prescott 2018 48 in Cottonwood 2019 55 in Prescott
8.	Number tables & make list of who is at which table so people can be directed to seats	Cindy & Betty	5/13		
9.	Make place cards for all class members & mentors	Betty			Can be used for Certification Plan Workshop and Class Welcome
10.	Plan icebreaker activity	Cathy M.			Same as previous year: Listing 10 unique things at each table
11.	Set-up room	Membership / Mentor Coordinator & Social Chair	5/15		Start at 4:00pm
12.	Reserve / set-up microphone	Mary		X	
13.	Prepare agenda	President			attached
14.	Ask Committee Chairs to come prepared to introduce their members and state committee role	President			Will request RSVP's, and alternates if necessary. All committees should be represented somehow.
15.	Take photos	Comm. Committee			Mary & Tricia will do cell phone pics
16.	Send certified MG's a meeting reminder, directions, etc. via e-mail	Mary Barnes	5/8		Remind MGs not to bring refreshments
17.	Submit article on event to newsletter	Bev Majerus			4-15-19 – Bev will coordinate for one of her committee to write article
18.	Have sign-in sheet w/ class members added	Mary Barnes		X	
19.	REFRESHMENTS	Social Committee			Budget: \$150
20.	Purchase refreshments (main dessert table items and snacks for bowls on tables)	Kristin to coordinate with her committee and assign tasks with her name			2015 – Prescott; 1 box of 1" square cheesecake; 1 box creampuffs; 1 bag ea trail mix, popcorn, chex mix, snack mix; 2 veggie trays (87.25)

	Task	Responsible	Due by	Comp.	Notes
					2016 –VV; Snack mix, nuts, popcorn for tables, cookies, brownies, fruit tray, veggie tray (\$121.09 - had too much lemonade) 2017 - 6 bags grapes, 64 mini cheesecakes, 7 doz mini cupcakes (4 left over), 1 lg bag popcorn and 1 chex mix, 2 veggie trays (\$97.44) 2018 – pastries, veggie and fruit tray, snack mixes (\$134.86) 2019 -Cookies, aussie & brownie bites, fruit and veggie platters, snack bowls – way too much food (\$112)
21.	Ice for cold drinks	Kristin			Get 2 big Costco size bags of ice (20 pounders)
22.	Secure beverages (e.g. water, coffee, tea, etc.)	Kristin			2013 – lemonade & cranberry juice w/ 7-up, coffee 2014 – water, reg & decaf coffee, ice tea 2015 – punch (lemonade, cranberry juice, 7-up), coffee, tea, water 2016 - lemonade, ice tea 2017 – water and ice tea
23.	Secure paper products	Kristin			Dessert plates, bowls, napkins, plastic ware, etc.
24.	Secure table cloths	Kristin			Prescott: – 20 (orange & lime green please) Cottonwood – table cloths for food tables; use place mats in center of each table
25.	Bring refreshment tote from Extension Office	Kristin			
26.	Secure additional items for clean-up	Kristin			
27.	Borrow 2 beverage dispensers from Prescott office	Kristin			
28.					
29.	INVITATIONS & CENTER PIECES	Membership Chair			Budget: \$75
30.	Determine what will be used for centerpieces / door prizes	Cathy M. / Pam Bowman			
31.	Pick up centerpieces	Cathy to coordinate			2014 - \$58 2015 - Plants donated by PV Growers 2016 - Plants donated by Native Garden 2017 - Plants donated by Mortimer's 2018 - \$40 2019 - \$61
32.	Determine how class members will be invited (printed invitations, e-mail message, etc.)	Cindy			
33.	Bring tickets to raffle center pieces	Cathy			
34.					
35.					
36.					
37.					
38.					

Yavapai County Master Gardener Association
Class Welcome Agenda
May 15, 2019
6:30pm – 8:30pm
Location: Mackin Building, Prescott

- Brief Welcome
(Welcome Associate MGs, explain evening's agenda) Tricia Michelson
- Introduce Mentor Coordinators Tricia Michelson
- Ice-breaker Cathy Michener
- 2018 Mentor Thank you Betty Loos
- Have class members introduce themselves,
stating where they live, their gardening
interests, etc. Cindy Pitcher

Refreshment Break

No later than 8:00pm

- Introduce MGA officers Tricia Michelson
- Introduce MGA Committee Chairs
- Committee Chairs introduce their
committee members and tell what their
committee does
 - By-laws – Debbie Allen
 - Historian – Lisa Gerber
 - Membership – Cathy Michener
 - Program/Education – Judy Cowan / Linda Guy
 - Communications – Linda Guy
 - Social – Kristin Lohay
 - Speaker's Bureau – Ann Baugh
 - Volunteer Projects – Mary Barnes
- Raffle(for Associate MGs) Cathy M.
- Closing comments Jeff Schalau