

## PIP Greeting Team

The Greeting Team Lead recruits, coordinates and instructs the master gardeners working on the Greeting Team the day of the Plants in the Park Sale. Below is a list of tasks for this team.

- Arrive by 7:15 AM to the pavilion
- Survey the layout of the sale and get specific instructions from team lead
- Station the table at the front of the pavilion with sign-in sheets for master gardener volunteers as they arrive
- Make sure no one enters the pavilion until the sale has started at 8:30 AM.
- Greet and welcome customers as they line up outside the pavilion and are waiting for the sale to begin. Offer them a plastic tray or box (if available) so they can collect their plant purchases as they shop. Greeters must be at the entrance to the pavilion for the **entire** sale.
- Answer questions about the sale- e.g. where do I check out?
- Collect any information (on provided data sheets) as customers are in line or enter (e.g. are you on our mailing list? Where did you hear about the sale? Where are you coming from? What types of plants are you most interested in purchasing?). Data collection sheets will be provided by the team lead. The team lead will collate the data and provide it to the appropriate committees after the sale. These data-collecting sheets already have been made and the team lead can get and update the files before the sale.
- As customers enter the pavilion, use counting clickers to track the number of people attending the sale
- Keep the entrance area cleaned up and organized
- Direct customers to sale team members for questions on specific plant groups
- Collect and return all data sheets to team lead at the end of the sale