

## PLANTS IN THE PARK 2025 TEAM DESCRIPTIONS

**Cashiers:** Calculate total sales for each customer. Accept payments via check, cash, and credit card (using your smart phone and the Zettle app). **When:** Friday pre-sale 4:00 – 7:30 PM; Saturday 8:30 AM – 1 PM

**Container Planting:** Pot up containers with annuals and succulents for sale at PIP. Experience is helpful. Need containers. Volunteers to adopt and care for planters prior to date of sale.

**Food:** This job is about feeding our volunteers. Includes the ordering, transport, set-up and clean-up on Friday and Saturday. No plastic water bottles, please. **When:** Friday 7:30 AM – 4 PM, Saturday 7 AM – 1 PM

**Greeters:** Welcome customers. Ensure they have an overview of the floor and holding area. Be knowledgeable about payment methods. Discourage pets, strollers, wagons from entering the Pavilion. **When:** Friday 4:30 – 7:00 PM and Saturday 8 AM – 1 PM

**Holding Area:** Segregate and label customer purchases while customers continue shopping. This is a busy spot! **When:** Saturday 7 AM – 1 PM

**In-take Table/Plant ID:** 'Spa Treatment' for donated plants---trim unsightly leaves, wipe down pots, etc. Unmarked or questionable plant identification is referred to Plant ID table for resolution. **When:** Friday 9 AM – 4 PM

**Marketing/Promo:** Publicity within MGV population (News You Can Use/Constant Contact). Flyers posted in local libraries, community centers, etc. Media publicity. **When: April and May 2025**

**Pavilion Logistics/Signage:** Prepare, set-up, maintenance (during the sale) and clean-up of the Kiwanis Pavilion-- tables for plants, sales areas, cashiers, holding areas at the Pavilion. **When:** Friday 7:30 AM – 4 PM, Saturday 7 AM – 3 PM

**Plant Acquisition:** Work with growers/retailers for plant donations or discounts. Relationships with wholesalers and retailers are helpful. **When:** March through May

**Plant Inventory:** Create list of available plants before sale and take final inventory of remaining plants post sale. **When:** Friday 3-4 PM and Saturday 1-2 PM

**Plant Movement/Placement:** Direct the flow of prepped and priced plants to the appropriate sales tables.

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**Plant Pricing:** Review plants and establish prices based upon variety, health, and size of plants.

**When:** Friday 9 AM – 4 PM

**Reference Table:** Provide Hotline on the Road type support. Need to know how to use reference materials. **When:** Saturday 8:30 AM – 1 PM

**Sales Floor:** Assist customers with layout and procedures. Hand-out boxes if needed, help load up cars, etc. **When:** Friday 4:00 – 7:00 PM and Saturday 8:30 AM – 1 PM

**Signage:** Place our Plants in the Park signs at major intersections in Independence. Collect signs at the end of the sale. **When:** Saturday 7:00 AM and at 1 PM

**Transportation:** Pick up plants, container gardens, accessories from designated hold areas to the Kiwanis Pavilion. **When:** Thursday, 3:00 to 7:00 PM, Friday, 7:30 AM until all plants delivered to the Pavilion