



# Bexar County Master Gardeners Texas AgriLife Extension

## GUIDE FOR EVENT CHAIRPERSON

**Event Approval:** If a member wishes to chair an event that has not been approved by the board of directors, a completed request must be presented to the board at least six weeks prior to the event. This **Program/Event Approval Request** form is located on the BCMG website (Members > File Cabinet.) Board of Directors approval does not infer approval of volunteer hours or CEUs; that approval can only be obtained from the Bexar County Extension Agent – Horticulture (CEA-Hort).

*If you are responding to a request to chair an approved event, contact the person making the request (usually the President or the Water Conservation Coordinator). You will be provided all available information including the contact person for the organization making the request for Master Gardener participation.*

**Advertising the Event:** Use the **BCMG CommTeam Request Form** to identify key information about your event and to define volunteers needed, request support with online registration and/or sales, or assistance with producing a flyer, and marketing/publicity options. The form is located on the BCMG website (Members > File Cabinet.) Ensure the event is listed in VMS and all information is correct.

**Water Conservation:** If water conservation will be discussed or information provided to the public, email the Water Conservation Coordinator at [water@bexarmg.org](mailto:water@bexarmg.org) prior to the event so BCMG can receive credit from SAWS.

### **Selling Plants/books:**

- For plant sales, contact the Bexar CEA-Hort as soon as you know you will be selling plants so they can assist you with availability and sourcing information, and provide advice on unsold plants.
- For any sales, you will need our credit card processing devices and a cash bag (obtained from the Treasurer or Office Manager during the week of the event; they must be notified three weeks prior to the event about the need for a cash bag and the amount/denominations of cash needed to start the sale). You will need printed receipts listing the items sold and price of each item. The office manager has a copy of this form on their computer. The cash bag, receipts and cash must be returned to the BCMG office ASAP after the event.
- Contact the Office Manager or Treasurer with any questions.

**Equipment/Supplies:** If the event sponsor does not provide tables, you will need to get a table(s) and any other equipment at the BCMG storage building, located on Jackson Keller in the first block outside Loop 410. Access requires a gate code and combination; contact the President, VP, Office Manager, or Water Conservation

Coordinator for this information. Also, check with the Office Manager or Water Conservation Coordinator on availability and location of any supplies you might need. If you need help moving and transporting these items, remember to ask for help in your volunteer request so that need will appear on VMS and in the Leaflet.

**Event Set-up:**

- On the day of the event (or the day prior depending on the event sponsor) arrive with your equipment/supplies as early as possible to allow for contingencies; a minimum of at least one hour prior to the start time of the event to set up is recommended: tables, table cloths, banners, plants, books, signs (example: plant sales benefit the BCMG scholarship fund), and any demonstration items that you will be using (example: water meter from SAWS).
- At each event, there are almost always participants who come early (before the opening time), so the first shift should be there at least thirty minutes prior to the opening time and they can also help you finish setting up.

**Sign-in Sheet:** Remember to have a **Program Sign-in Sheet** (found on the website: Members > File Cabinet.) and have all workers sign in. If this is an event such as Folklife, we need to know approximately how many visitors were at the booth. You can use rodeo clickers or keep track of the number of handouts distributed.

**Accident Report Form:** Please take a copy of the **MG Accident Report** form (also on the website: Members > File Cabinet) with you in case of an accident during the event.

**Event Tear-down:** Pack up all items that you brought. Manage any unsold plants as directed by the CEA-Hort. Return all items to the BCMG office or storage building. The sign in sheet, cash bag, receipts, and credit card processing devices should be returned to the Office Manager or Treasurer on the first day after the event when the BCMG office is open (usually Tuesday morning) to double-count receipts, etc.

**Event Summary Report:** Please complete this report (found on the website: Members > File Cabinet.) and return it to the Master Gardener office. The Administrative Assistant – Horticulture and Water Conservation Coordinator numerical data about visitors to the MG booth/event so be sure to include visitor numbers. *We continually strive to improve our events and your input about your experience will help.*