



## CALL FOR SPRING PLANT SALE VOLUNTEERS

**WASHINGTON NATIVE PLANT SOCIETY, CENTRAL PUGET SOUND CHAPTER (WNPS-CPS)** Saturday, April 29, 2017 from 9:00 am to 4:00 pm (9:00 to 10:00 am, WNPS members only)  
**Mercedale Park, 77<sup>th</sup> Ave and 32<sup>nd</sup> Street, Mercer Island**

### Contacts:

- To sign-up to Volunteer, send email to Rita Moore, Volunteer Coordinator, [rmoore@eds.org](mailto:rmoore@eds.org).
- Rick Thompson is Plant Sale Chair. Write him with event-questions: [g.garryana@gmail.com](mailto:g.garryana@gmail.com).

**Photographer – All locations** - should have a good eye for photo layout.

Hours	Role	Description	Need
Thursday at Magnasun truck load, Friday and Saturday at Mercedale Park	<b>Photograph sale, setup, sale activity and takedown</b>	This can be done while helping out with other roles or while attending the sale. Ideally there could be one person working at each location who could take pictures.	3

**Roles solely at Magnuson Nursery in NE Seattle** (NE 74<sup>th</sup> Street, turn left by the Brig, right by the fence). Sign-up with Rita Moore, [rmoore@eds.org](mailto:rmoore@eds.org).

Date & Hours	Role	Description	Need
Thursday, April 27th, 5:00 – 7:00 pm	<b>Nursery Loader</b> (*physical role*)	Load Magnuson nursery-plants into a rental truck and into Volunteer vehicles.	4
Friday, April 28th, 10:00 am - 4:00 pm	<b>Nursery Loader</b> (*physical role*)	Load Magnuson nursery-plants into a rental truck and into Volunteer vehicles.	4
Saturday, April 29th, 4:45 pm -- 7:00 pm	<b>Nursery Unloader</b> (*physical role*)	Unload leftover plants and supplies from our rental-truck and from Volunteer vehicles. Shift plants into nursery-beds. Preferably someone who lives nearby and did not work at the sale. <b>We especially need signups for this.</b>	4

**Driving Roles. These are single events not all day.** Sign-up with Rita Moore, [rmoore@eds.org](mailto:rmoore@eds.org).

Date & Hours	Role	Description	Need
Thursday, April 27th, 5:00 – 7:00 pm	<b>Local Driver -- Magnuson to MERCER ISLAND</b> (*physical role*)	Load Magnuson plants into YOUR truck or car. Drive them to Mercer Island the Friday morning, arriving no earlier than 9am.	1
Friday, April 28th, 10:00 am – 1:00 pm	<b>Local Driver -- Magnuson to MERCER ISLAND</b> (*physical role*)	Load Magnuson plants into YOUR truck or car. Drive them to Mercer Island, arriving no later than 4pm.	1
Saturday, April 29th, 4:15 pm -- 7:00 pm	<b>Return Driver MERCER ISLAND to Magnuson Nursery</b> (*physical role*)	Load left-over plants (and supplies) at MERCER ISLAND into YOUR truck or car and take them back to Magnuson Nursery.	4

## Set-Up Roles Friday at Mercerdale Park on MERCER ISLAND, April 29.

email to Rita [rmoore@eds.org](mailto:rmoore@eds.org).

Hours	Role	Description	Need
8:30 am – 12 noon	<b>Unloading Team</b> (*physical role*)	Shift tables next to the delivery area, cover them with plastic. (This must be completed by 9:00) Then receive wagons & Magnuson plants and commercial nursery deliveries at <b>Former Recycling Center at Mercerdale Park</b> .	5
8:30 -- 12 noon pm	<b>Plant Check-In</b> (*physical role*)	Work alongside Plant Purchaser Yen Flanagin to check-in and price commercial nursery deliveries at <b>Former Recycling Center at Mercerdale Park</b> .	5
9:00 – 1:00	<b>Sale Table setup &amp; Plant-Moving Team</b> (*physical role*)	Shift and setup tables in sale areas and cover with plastic. Only moved priced/labeled plants in wagons from <b>Former Recycling Center</b> to the plant sale area and put them on tables by area Sun, Shade, Bulb, Fern, etc.	10
4:00 pm -- 6:00 pm	<b>Final Set-Up Team</b> (*standing role*)	Finish sale-floor plant signage (all plant picture signs, water plants as necessary and final plant grooming.	7

## Saturday Morning, April 29th at Mercerdale Park on MERCER ISLAND.

Email Rita at [rmoore@eds.org](mailto:rmoore@eds.org)

Hours	Role	Description	Need
7:00 am -- 8:30 am	<b>Sign Placement</b> (*physical role*)	Place street-signs at nearby intersections. Place all outdoors signs and outdoor department-signs (such as Cashiers). (Need one car and driver for street signs placement.)	3
7:00 am -- 9:00 am	<b>Final Set-Up Team</b> (*physical role*)	Shift and build up to 3 canopies, shift tables & chairs for Cashiering and help Guests set-up for the Environmental Fair.	4
8:30 am -- 12:30 pm	<b>Plant Sales Floor Helpers</b> (*standing role*)	Assist customers on the plant sales floor. Assist Area Organizers. Work in Plant Holding. Some plant knowledge is helpful but not necessary.	1
9:00 0 2:00	<b>Solicit Memberships</b> (*standing role*)	At the line for people waiting to come in and at lines at talliers area, solicit memberships from people.	1-2
8:30 am -- 12:30 pm	<b>Cashiers</b> (*sitting role*)	If new, must attend training-meeting. For this role, contact Chrys Bertolotto, <a href="mailto:sitka.periwinkle@gmail.com">sitka.periwinkle@gmail.com</a>	4
8:30 am -- 12:30 pm	<b>Ushers</b>	Direct customer-traffic, open.	2
8:30 am - 12:30 pm	<b>Survey Customers</b> (*standing role*)	Roam and random-survey our customers. Survey the line waiting to check-in for the Member's hour by the Main Entrance.	1

**Saturday Afternoon, April 29 at MERCER ISLAND. Email Rita at [rmoore@eds.org](mailto:rmoore@eds.org).**

Hours	Role	Description	Need
12:30 pm - 4:30 pm	<b>Floater</b> (*physical role*)	Flow all afternoon between early work on take-down. Stay for take-down.	3
12:30 pm -- 4:30 pm	<b>Plant Holding</b> (*physical role*)	Hold plants for customers & hand out check-tickets. Stay for take-down.	2
12:30 pm -- 4:30 pm	<b>Talliers</b> (*sitting role*)	Work in pairs to write Tally-Sheets for plants in customer-wagons. Stay for take-down.	3
12:30 pm -- 4:30 pm	<b>Cashiers</b> (*sitting role*)	Stay for take-down.	4
12:30 pm -- 4:30 pm	<b>Survey Customers</b> (*standing role*)	Random-survey our customers. Stay for take-down.	1

**Late-Arrivals Who Work Take-Down Only, Sat. April 29 at MERCER ISLAND.**

Email Rita at [rmoore@eds.org](mailto:rmoore@eds.org).

Hours	Role	Description	Need
3:30 pm -- 7:00 pm May finish by 6 pm	<b>Late Arriving Take-Down Workers</b> (*physical role*)	Assist Guests leaving the Environmental Fair. Clean, fold and store empty tables. Break down canopies. Load leftover plants & Plant Sale Supplies into vehicles.	3
4:00 pm -- 5:30 pm	<b>Plant-Shifting Team</b> (*physical role*)	Move leftover plants in wagons out to the Delivery Lane and load them into our rental truck and into Volunteer vehicles.	2
4:00 pm -- 5:30 pm	<b>Sign Removal Team</b> (*physical role*)	Pull directional signs placed on MERCER ISLAND at nearby intersections. Dismantle signs and load them into cars/trucks headed back to Magnuson nursery.	3

**Volunteer Alert:**

*Please do not bring small children and pets while working a shift. In the constantly shifting plant sale environment, they cannot be supervised for their own safety or that of others. Furthermore, WNPS insurance for volunteers cannot cover those who do not sign-in on volunteer roster, in this case the children in question.*

*Thank you for your understanding,  
WNPS-CPS Plant Sale Committee*