**Timeline**

October

|  |  |
| --- | --- |
|  | Who is responsible? |
| Turn in article for Michigan Gardener |  |

January

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| --- | --- |
|  | Who is responsible? |
| Call garden site owners to reconfirm commitment. Work out map. |  |
|  |  |

Late February

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| --- | --- |
| Write up site’ descriptions. Include map. |  |
| Print fliers using bright colored paper.Include a line soliciting gardens for next year |  |
| Write up for DTE |  |
| Send fliers to other county training classes |  |

March

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| --- | --- |
| Press release M-Live Channel 5, channel 12, Tri County Time |  |
| Contact Michigan Garden and Michigan Gardener Magazine |  |
| April  |  |
| Begin distributing fliers - Bordines Weed Lady Pieknik Everlasting Walker Farms Jenny B Heavenly Scent Herb Garden WoJo’sRich’s Market Farmer’s Market |  |
| Order garden stones |  |

May

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| --- | --- |
| Line up volunteers for each site. Mail each an informational letter identifying their site. Have a list of substitutes available. Let them know what educational component they need to be familiar Who will set out signs and return cash box at end of day for each site. | Volunteer coordinator  |
| Post fliers at beauty salons, doctor’s offices, stores, restaurants, weightwatchers, Flint farmers market, Flushing Farmers Market, Grand Blanc Farmers Market, senior citizens, churches, library, drug stores, laundry mats, etc.  | Any master gardener volunteers |
| Pass out ticket sales to nurseries. Monitor to replenish when needed. |  |
| Make large sign “tickets sold here” for each business and signs |  |

Plan educational material for each site.

June

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| Continue passing out fliers |  |
| Send out informational letters to home owners and volunteers regarding pre-tour and day of tour. |  |
| Assemble boxes and information for each Garden Tour site. |  |
| Start finding homes for next year – put fliers at nurseries |  |
| Call CARS 108 to give away tickets for advertising |  |
| Make name tags for home owners |  |
| Set up Friday night tour. Contact homeowners and volunteers. |  |
| Get start up cash ($50 per site) from MG treasurer @ Friday night tour |  |
| Send out thank you notes to volunteers and sites –include “What can we do to improve” questionnaire. Include memory booklet, copy of ticket for sites  |  |
| Pick up ticket sales from nurseries |  |
| Send out driving direction for pre-tour to homeowners and volunteers |  |
| Friday Night Pre-tour |  |
| Give homeowners garden stone, money box, sign to put out in morning, educational material |  |
| Bring whistle to blow for moving on |  |

Day of tour

|  |  |
| --- | --- |
| Put up signs or night before |  |
| Pick up signs and money from sites. |  |