

Fall Home/Garden Show, September 11-13, 2015

Instructions to volunteers

SHOW LOGISTICS:

PAID PARKING: Parking is \$10 per car and your permit is good the entire weekend. Put your name and address on parking receipt and place in envelope labeled PARKING. Take \$10 from the cash box.

CHECK IN: Use the Exhibitor entrance. They'll give you a badge to wear during the show. Return the badge to Exhibitor entrance when you leave. If you have a SDHS badge where it too. Our exhibit is located outside in the parking lot near exhibitor entrance.

CASH BOX: There is a cash box for sales. The first shift each day is responsible for picking up the cash box and last shift for returning it. Details on where to pick up and store the case box will be provided later. The last shift on Sunday will give the cash box to Membership Chair Cindy Benoit, (760) 473-4244 or cbenoit55@gmail.com.

VOLUNTEER DUTIES

TALK ABOUT THE SAN DIEGO HORTICULTURAL SOCIETY:

- Tell folks what friendly people we are and all the wonderful member benefits (FREE monthly meetings and newsletter, FREE monthly featured garden, FREE workshops, exclusive garden tours, nursery discounts, etc.). Also tell about our multiday out of town garden tours and one day spring garden tour of outstanding San Diego gardens.
- Tell guest about our upcoming meetings along with dates, time and location.
- Give every guest a brochure - our website and the day and time of meetings are listed. Encourage them to attend our exciting meetings at the Fairgrounds. Parking is free! Non-members pay \$15 to attend.
- Encourage guest to join TODAY and receive a FREE BOOK, Ornamental Trees for Mediterranean Climates, (normally \$15).

MEMBERSHIP APPLICATION FORM INSTRUCTIONS

- Have applicants use a clipboard to PRINT LEGIBLY the membership application form.
- **To receive the printed newsletter in mail costs an additional \$12 per year.**
- Make sure they provide an email address. They will receive their membership card(s) and 2 free meeting guest passes in email when the payment is processed. The email message is their receipt. **To receive the online newsletter and monthly email also requires that we have an email address.**
- All sales are cash or personal checks unless other directions are provided.
- Review the completed form and make sure all fields are complete
- **Make all checks payable to SDHS.** Place completed form and cash/checks in the correct sales envelope.
- If purchaser wants a receipt, write one out from the Receipt Book and make sure we have the copy.
- Trifold membership form with payment (cash or check) inside and place in cash box. **Write your name at the bottom of the form in case there are any questions.**
- **Give each new member a free copy of the Ornamental Trees for Mediterranean Climates book.**

THANK YOU FOR VOLUNTEERING!