



Let's Talk Plants!

Spring Home/Garden Show, March 5-7, 2016 Instructions to volunteers for SDHS Information Tables

Your goal is sell memberships, tree book and tout the garden tour on April 2.

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 wear 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.

VOLUNTEER DUTIES

TALK ABOUT THE SAN DIEGO HORTICULTURAL SOCIETY:

- Tell folks what friendly people we are and all the wonderful member benefits (monthly meetings and newsletter, FREE monthly featured garden, FREE workshops, 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.
- Give every guest a flyer with information about upcoming meetings.
- Give them a membership card - 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 \$15 to attend.
- Encourage guest to join **TODAY** and receive a **FREE BOOK**, *Ornamental Trees for Mediterranean Climates*
- If they don't want to join today, give them a membership card and also tell them they join anytime online at WWW.SDHORT.ORG

MEMBERSHIP APPLICATION FORM INSTRUCTIONS – For new memberships and renewals for signups.

- 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 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.
- Review the completed form or spreadsheet and make sure all fields are complete.
- Make checks payable to SDHS. Place completed form and cash/checks in the correct sales envelope.
- If purchaser wants a receipt, write a duplicate sales sheet for them.
- Trifold membership form with payment (cash or check) inside and place in cash box.
- Write your name at the bottom of the form.
- Give each new member a free copy of the *Ornamental Trees for Mediterranean Climates* book.
- Give guests a membership card to pass on to a friend and a meeting flyer with upcoming meeting information.

THANK YOU FOR VOLUNTEERING!