**Spring Festival Committees**

**Plant Sale:** A committee of several chairs fromthe Propagation Guild to 1) handle the purchase of wholesale plants, 2) organize the propagated plants, 3) set-up the space and find volunteers to work the event.

**Vendors:** A committee Chair and co-chair responsible for obtaining vendors for the event. Organizing the vendor email list on mail chimp, assigning booths for vendors and working closely with the committee chair for the planning of the festival.

**Food Vendors and Music:** A committee chair responsible for obtaining food vendors. Musicians to donate one hour or more of their time for the festival.

**Sponsors:** A committee chair to solicit businesses to sponsor the festival so that cost can be keep down.

**Raffle:** A committee chair to be responsible for setting up the booth, working with the students to collect the donated items from the vendors and to find volunteers to work the booth.

**Bake Sale:** A committee chair and co-chair to organize baked goods to be donated by the garden club members. Organize volunteers to help with setting up the booth and running it at the festival.

**Children’s Activities:** A committee chair to organize the student or girl scout volunteers to work the garden club craft booth.

**Posters:** A committee chair that works closely with the schools and teachers to organize the student poster competition

**Student Volunteers:** A committee chair that works closely with the school, scouts and ROTC to encourage student volunteers.

**Set-up/Take Down:** A committee chair to organize club and student volunteers to help all vendors set-up and take down for the festival.

**Publicity:** A committee chair organizes all advertising in advance for the spring festival. All advertising should be in place with local newspapers, on-line calendars and flyers.

**Kohl’s Volunteers:** A committee chair registers with Benevity to request 10 volunteers from Kohl’s

volunteers on the day of our event (or the day before to help with setup).

**Bank of the Day:** A committee chair in charge of collecting funds from club booths threw out the day and for setting up the credit card readers.

**Hospitality VIP Room:** A committee chair to coordinate donations and volunteers for the Vendors morning coffee, snack and for club members throughout the day.