

Flower, Lawn & Garden Show Chairman Responsibilities

Reserve Community Complex, sign contract, determine date and time. Reserve Country Store.

- The FLAG show is held the fourth weekend in April, not the last weekend as there are occasionally five weekends in April. The Community Complex (CC) also known as Fairgrounds is reserved each year upon the conclusion of the current Show with the CC Manager. The Country Store is reserved via the UT Extension Office Admin.
- The FLAG show is currently run on Friday & Saturday, from 9:00-5:00. The CC is reserved starting on Wednesday for set-ups, and through the following Monday for tear down/clean up.
- Contract with the CC includes rental of tables, chairs, pipes and drapes (to section off booths), picnic tables, benches. Coordinate numbers and placement with the Vendor Committee Chair.

Planning for the FLAG Show should begin in September with an initial planning meeting. The Chairman will schedule and lead the FLAG Committee meetings.

- Solicit Committee Chairs, ensure their needs are identified and met
- Schedule meetings, usually monthly, on the calendar in the UT Extension Office for the Country Store, with the Extension Office Admin
- Publicize the meeting dates, times and locations
- Provide a meeting agenda prior to the meeting
- Provide a sign in sheet to track volunteer hours
- Document minutes and distribute to CCMG Members
- Schedule a wrap-up meeting after the Show to collect feedback for future Shows.

Budget

- Provide previous year's FLAG Show budget to committee
- Request budget input from the Committee chairs. Develop a budget for submission to the CCMG Executive Board in December. The Board will include it in the overall budget for submission to the General Membership in the January Meeting.
- Authorize reimbursement for Committee Chair purchases as appropriate. Forward to the Treasurer.
- Determine Ticket Prices for the public. As of 2020 we have been charging \$3 for an adult and Free for ages 12 and under. MGs with name tag get in free.

Theme – Should be created with the Committee as early as possible to allow Publicity, Vendors and Decorations, etc. to begin planning. Create Save-the-Date cards for distribution in January General Membership meeting.

Updates – provide regular updates to Executive Board and in General Membership Meetings.

Food Vendors – Identify food vendors and secure application, current health certificates and proof of liability insurance. There is no fee for food vendors.

Tickets – First day of the show, the CC Manager will provide tickets for the ticket booths. Identify the starting number of admission tickets. Tickets are used to count attendees and determine the CC portion of ticket sales. Include a sign at ticket booths communicating that the Show is a fundraiser in support of education and community service.

Nurse – A nurse must be available on the grounds. A private area is set up in the hospitality section. Barbara Moore is a MG and has done this for a number of years. The Nurse's Bond is paid out of the CCMG General Fund annually.

Supplies – many of the supplies (e.g. tablecloths, signs, cash boxes) used for the Show are kept in the storage Unit #11 of building CCA in the Central Storage facility at 1872 West Avenue. Keys for the storage units are kept at the MG Desk in the Extension Office.