

## Fall Gardeners' Festival Chair

The Chair of the Fall Gardeners' Festival (FGF) is responsible for coordinating the annual Fall Gardeners' Festival in collaboration between the Cumberland County Master Gardener Association, UT Extension, and UT Plateau Research and Education Center.

### Duties and Responsibilities

The FGF Chair is responsible for:

- \* submitting a budget request to the CCMGA board based on prior years expenses
- \* coordinating all FGF activities/projects/developments through the PDG Umbrella Committee
  - \* set and call planning and wrap up meetings beginning January of each year
  - \* set agenda for each meeting
  - \* follow up from meetings as designated
- \* report all FGF updates to the CCMGA board and membership as a whole
- \* pre-event needs:
  - \* review evaluations from prior year for topic requests
  - \* solicit recommendations for best speakers per topic
  - \* contact speakers
  - \* contact ask-the-experts
  - \* coordinate speaker needs, presentation times, etc
  - \* confirm speaker stipends/mileage
  - \* process request for speaker stipends/mileage
  - \* coordinate event agenda/schedule of events
  - \* develop and print evaluation forms
  - \* forward pesticide points information for processing
  - \* solicit following committees and assist as needed:
    - \* decorations
    - \* fundraising
    - \* event volunteers
      - \* sign in forms
      - \* hours volunteered submitted and forwarded to hours chairperson
      - \* provide water as needed throughout set up/day of/clean up
  - \* vendors
- \* coordinate grounds needs
  - \* order port-a-potties
  - \* organize event materials and placement of each
    - \* tents
    - \* tables
    - \* chairs
    - \* wireless microphones
    - \* clocks for presenters at sessions
    - \* garbage cans
    - \* water dispensers/cups
    - \* vendor locations
    - \* parking-participant, handicapped, vendor
- \* coordinate registration
  - \* location

## CCMGA Job Description

- \* printing of agendas/CEU cards/evaluations
- \* door prize
- \* sign in forms
- \* secure emergency services
  - \* nursing insurance coverage
  - \* medical supplies
  - \* contact information for medical personnel
- \* food vendors
  - \* secure food vendors
  - \* confirm participation
  - \* confirm location needs
  - \* assist with menu selection
  - \* assist as needed
- \* publicity
  - \* provide information to UT for press releases
  - \* provide agenda to UT communications for post cards, flyers, etc
  - \* magazines, newspapers
  - \* Crossville Profiles
  - \* distribute flyers
  - \* forward website updates on event as needed
  - \* forward Rae Hozer updates for newspaper column
  - \* forward to MGer list-serve, face book
  - \* update sign/banner for display at Steak and Potatoes Day, followed by placement in front pasture on 70N
  - \* provide save-the-date flyers/information to Spring Flower and Garden Show
- \* set-up, event, clean up
  - \* coordinate and distribute list of area needs to key volunteers
  - \* coordinate volunteers
  - \* secure material placement, decorations, area needs, etc.
  - \* float throughout all stages to coordinate with Center Director and Ag Agent as needed
- \* day of event
  - \* be flexible and float throughout event to ensure needs are being met
    - \* adequate copies are available
    - \* speakers arrive on time
    - \* volunteers available and reporting to duties as assigned
- \* clean up
  - \* assist with clean up as needed
- \* follow up
  - \* schedule wrap up meeting
  - \* compile evaluations
  - \* compose thank you's for volunteers, speakers, donors, etc
  - \* secure signatures from FGF planning committee on thank you's
  - \* conduct wrap up meeting
  - \* approve and submit expenses for reimbursement
  - \* report back to CCMGA board and membership as appropriate

...and other duties as needed