

**SCOTT ARBORETUM SELECTIONS - FALL SALE**  
**Volunteer Job Description**

**Logistics Vice-Chairs**

Plans the layout and organization of the sale field to address all the physical set up, coordinating closely with all committee chairs.

- Erect tents Tuesday of the week of sale.
- Inventory signs to determine if new ones are needed.
- Estimate what chairs, tables, tents and trash cans will be needed and ascertain if they are available. Place order for rental tables and chairs. Delivery should be Tuesday of sale.
- Determine what tools and accessory items are needed (40 carts, staples, staple guns, etc.)
- Develop plan for parking, traffic control and site to unload plants. Clearly indicate handicap parking. Traffic control is coordinated between staff, Customer Service chairs and police. Layout of site for plant parking.
- Arrange to have assistance and plan for plant deliveries to the site.
- Arrange for fencing to surround the area per layout. The fence should be erected Tuesday of sale week.
- Loudspeaker equipment is required at site.
- Solicit and coordinate volunteers to help with setup and logistics for days of set up (Tuesday–Friday) and tear-down/clean-up at end of sale (Saturday).

**GENERAL EXPECTATIONS:**

- Attend all general Fall Sale meetings with staff and other committee chairs (typically two prior to the event and one following).
- Reach out to individuals who have expressed an interest in serving on your committee as relayed to you by staff or Volunteer Coordinator.
- Assist with the development of the budget based on your committee needs and function and/or work within the budget parameters.
- For any purchases made on behalf of the Fall Sale, submit receipts on completed expense reimbursement form.
- Submit final report by deadline requested to document committee efforts.
- Send thank you notes to volunteers serving on your committee (cards and envelopes supplied by Arboretum).