

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

Special Friends Preview Chair

Plans the Special Friends Preview Parties. Donors are invited to attend preview parties before the sales open

. Refreshments are provided. Special Friends have the first opportunity to purchase plants.

- Stipulate shopping time from 4:30 to 7 pm - reception can continue till 8 pm.
- Work with staff to print invitations in June; decide on wording and logo.
- Send invitations as decided approximately one month prior to each sale; labels provided by Scott office. Obtain budget figures from staff based on sign up numbers.
- Obtain estimates from caterers within the framework of the budget.
- Work with caterer to insure that hot/cold food is properly stored for health and safety sake. Make sure food distribution is spaced out over the duration of the party.
- Separate food and drinks tables. Need table coverings, cups/glasses, and napkins. No plates or utensils. Decorate tables with flower arrangement or artifact (if available).
- Insure the main serving tent is adequately lighted—bright enough for the party. Supply strings of lights, candles, torches, citronella torches.etc.
- Obtain adequate numbers of volunteers to greet guests, serve refreshments, and clean up tables. (Non-paying)Volunteers cannot partake of shopping or party during this event. Remaining food and catering supplies to be returned to Scott Office.

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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).