

Program Name: Mums at the open house

Coordinator Name:

Date Program Runs: Open House Night – end of September

To run the Program, when do you need to be available: day of the open house to unload the mums off the truck (approx. 1 hour total) and 5:30 to set up cash register

Daytime during school: 2:55-3:45

Nighttime after school: 5:30- 8pm

Additional Notes:

- Call Village Nursery Norfolk 508.384.2355 in early September – We ordered 160 (2016-2017) 9” plants to be delivered about 15 minutes after school gets out. Ordered 175 at \$4.25 in (2015-2016) – about 10-15 too many.
- Need 2 ipads checked out from Tara Murphy. Send her an email a week or so before the event to ask.
- Need the paypal readers and the passwords to use them.
- Need signs advertising mums’ prices and about PAC: Prices – 1 for \$10, 3 for \$25
- Need a cash box with \$200 – approx. 10 \$10s and 20 \$5s
- Need 2-3 volunteers from 5:45-7:45. Work in ½ hour shifts.

MUM HELPERS Thursday, September 29th

Get MUMS off the truck and set up around school (kids can help too) 3:15 – 3:45

Please include email.

Set-up and Sell 5:45-6:15

Sell 6:15-6:45

Sell 6:45-7:15

Sell and Clean-up 7:15-7:45
